

### 1. Position Description

- 1.1 This position has overall responsibility for the maintenance of the physical assets, property and infrastructure including Information Technology (IT).
- 1.2 This role will also be the point of contact for project managers that are tasked on an “as required” bases to oversee various projects.
- 1.3 The role will be supported by a number of volunteers who undertake the actual maintenance tasks.
- 1.4 This position is a “Responsible Person” under the Australian Charities and Not-for-profits Commission Act and Regulations.

### 2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Service Delivery requires the person:
  - 2.1.1 To have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
  - 2.1.2 Understand the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
  - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
  - 2.2.2 Ensure compliance and legislative obligations are met.
  - 2.2.3 Attend all committee meetings.
- 2.3 **Tasks specific to the role.**
  - 2.3.1 Maintain a physical asset register.
  - 2.3.2 Maintain a register of dangerous goods and datasheets as required by the relevant legislation.
  - 2.3.3 Oversee the maintenance of both SCRDA properties including slashing, manure control, weed control, fencing and water supply.
  - 2.3.4 Oversee preparation of the arena for programs.
  - 2.3.5 Oversight of maintenance of machinery and buildings, including day to day cleaning.
  - 2.3.6 Oversight of project management for facilities development projects.
  - 2.3.7 Oversight of IT services for SCRDA, ensuring data and communications security and integrity and that the services are appropriate to enable the attainment of the association’s goals.

### 3. Skills and Qualities Required

- 3.1 Maintain confidentiality on relevant matters.
- 3.2 The ability to work well with others.
- 3.3 The ability to provide calculated, well considered and constructive inputs to committee discussions.
- 3.4 Good communication skills both verbal and written.
- 3.5 A knowledge of project management.
- 3.6 A basic knowledge of IT.

## 4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.
- 4.3 **Induction of Incoming Member for Service Delivery.** Train, mentor and support the incoming committee member.

## 5. Related Documents

- 5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.