

Assistant Coordinator position description

The Assistant Coordinator is a formal role within HBA. The main responsibility of the Assistant Coordinator is to support the Coordinator with their role and fill in for them when required.

According to Fairtrading NSW the committee has the following legal responsibilities:

- managing the association's financial affairs and maintaining its financial viability
- ensuring the association acts in accordance with its objects or purposes
- meeting all legal requirements

<https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/management-committee>

The Assistant Coordinator needs to assist the Coordinator in ensuring that the committee has a strategic plan each year and that all actions carried out during this time are in alignment to the overall strategic plan. The strategic plan must be in alignment with the goals, mission and vision of the organisation as a whole, and will be agreed upon by the rest of the Management Committee.

Specific duties (Coordinator, supported by Assistant Coordinator)

- Report (annual statement) to the ACNC annually within 3 months of AGM. AGM must be held within 3 months of end of financial (calendar) year. This report is filled out via online portal: <https://www.acnc.gov.au/>
- Chairperson of committee meetings
- Chairperson at AGM – Ensure creation of basic strategic plan at AGM.
- Respond to emails sent to the coordinator@homebirth...email
- Be across all projects undertaken by the organisation/committee members and provide support where needed.
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- Provide content approval as required for newsletter/ website content
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required
- Complete annual report for organisation members prior to AGM
- Attend all committee meetings and provide Coordinators report at these meetings
- Maintain the vision and goals in the forefront for the organisation
- Take responsibility for overseeing that the committee members are meeting their specific duties and obligations and in instances where this isn't occurring, provide support and guidance to these members, obtain further support or transition new committee members into these roles

Essential and desirable skills and qualities

- Vision to lead the organisation going forward
- Passion for homebirth
- Ability to synthesise information and write submissions
- Good writing skills (grammar/spelling not essential)
- Capacity to develop a strategic plan and carry out projects accordingly
- Ability to coordinate the rest of the Management committee to continue moving forward towards strategic action plan goals
- Ability to liaise with rest of committee and also with heads of other organisations
- Good social skills

- Interest in current homebirth issues in Australia

Time Commitment

This will vary dependent on what is occurring, but typically 1-2 hours per week including monthly committee meetings, planning, writing of submissions etc.