



## Position Description - Executive Officer

<b>Start date</b>	On or before 1 <sup>st</sup> August 2026
<b>Reports to</b>	Executive Committee of Queensland History Teachers Association
<b>Employment status</b>	Consultant
<b>Hours</b>	Approximately 15 per week, 48 weeks of year
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• \$48 per hour* (excluding GST) for 48 weeks each year.</li> <li>• Additional remuneration may be negotiated for assisting with major events such as the state or national conference.</li> </ul> <p>*Remuneration reduced if accounting services not provided – see below</p>

**Note** – there is an option for this role to be undertaken with or without accounting services – see description points marked with an (\*)

### Role of the Executive Officer

The EO will

- provide administrative support to the President
- be the central point for communication between QHTA members and the wider public
- with the aid of an online booking system, maintain the QHTA membership information
- record minutes of meetings
- \*record all financial information through a MYOB system, present monthly reports to the Treasurer and organise a yearly audit/financial check depending on audit requirements.
- \*Prepare and submit any financial reports such as Not for Profit Self Assessment Taxation Reports; Office of Fair Trading Annual Return
- contribute to the preparation of draft documents
- use a central shared filing system
- manage all administration in relation to the student Competitions managed by QHTA
- contribute to the planning of events by liaising with the venue, coordinating exhibitors, developing Frequently Asked Documents (FAQs) for attendees, and booking airfares, ground transport and accommodation for speakers if required.
- Provide input to run sheets for the State Conferences, the Early Careers Conference, the NHC Awards Ceremony and any other relevant events.
- Assist committees with event program development.

### Prerequisite Skills

- High level of organisation skills and good attention to detail
- High level of oral and written communication

- Capacity to show initiative while maintaining appropriate levels of consultation with the Executive Committee and the Management Committee
- Ability to deal professionally and efficiently with all who seek information, from both outside and inside QHTA
- Experience in event management
- \*MYOB accounting leading to financial reports

**Employment Status**

- As a consultant, the EO will provide their own work space, laptop and phone
- QHTA will provide a printer and consumables
- No long term benefits or leave will be included in the work agreement.

Applications to be emailed to [qhta@qhta.com.au](mailto:qhta@qhta.com.au) by Thursday 3 April 2026.

Maximum 2 x A4 pages including a CV and evidence of meeting the position requirements.