



## **Role 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>	Contractor
<b>Hours</b>	Approximately 15 per week
<b>Fees</b>	To be negotiated

**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**

#### **Administrative support**

- Record and distribute minutes of meetings
- Collect data and develop reports on membership numbers and membership engagement with QHTA events
- Be the central point for communication between QHTA members and the wider public
- Prepare and submit Not for Profit Self-Assessment Taxation Reports and Office of Fair-Trading Annual Return
- Prepare and submit financial reports including monthly reports to Treasurer and end of year financial check/audit
- \*Record all financial information through a MYOB system or similar

#### **Event management**

- Contribute to the planning and management of events including venue liaison, sponsorship, payment of invoices, delegate support including pre and post event communication, organizing travel arrangements, catering
- Assist committees with event program development

#### **Competitions**

- Manage all administration in relation to the student competitions managed by QHTA including filing of entries, communication with judges, student winners and schools, organization of prize money payment and certificate distribution.

### **Prerequisite Skills**

- High level of organisation 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
- \*use of MYOB or similar accounting system

### **Equipment**

- As a contractor, the EO will provide their own workspace and equipment e.g. laptop, printer and phone

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.