



Role of President

The President is responsible for working with the organisation working closely with the Vice President, Event Coordinator & other members of the Management Committee to assist coordination of the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model.

The purpose of the Presidents role is to work in unison with the Vice President, Park Coordinator and Event Coordinator to : Initiate and negotiate terms with sponsors & contractors; completing tasks in a timely manner in the lead up to the event; and assisting with the smooth delivery of the event. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives.

Committee meetings are held the second Tuesday of each month, with an increase to twice monthly from February. These are not compulsory but attendance 90% of meetings preferred. A copy of the Management Committee Meeting Schedule will be provided. Attendance will be required on site at Bray Park from the Wednesday before the event, for setup, until the Monday after the event for demobilisation. Park attendance is necessary for the duration of the event from park opening time until event concludes each day.

Main tasks for the Vice President:

- Administration tasks
 - Support Secretary for Meeting requirements
 - Signatory duties on BTHU Bank accounts
 - Be an authorised credit card holder as per Committee regulations
- Sponsor interactions
 - Find new sponsors to support the event and initiate Sponsorship talks where required
 - Liaise with Sponsors as required and assist with negotiating of sponsorship terms within BTHU guidelines and coordinate contract with Event Coordinator
 - MC Event sponsor night on the Thursday prior to start of the event
- Event Coordination
 - Assist with management of the event, rules and park layout decisions and implementation
 - Liaise with Sponsors, Community groups and suppliers in the park if required
 - Communicate with representatives for attendance backstage during the event
- Event Proceedings
 - Open the event on Friday morning
 - Coordinate backstage Program
 - Assist Vice President, Parks Coordinator and Event Coordinator to ensure event runs smoothly
 - Communicate with Prize winners as required

Skills/Experience Required:

- Professional, team player with the ability to take initiative and work autonomously
- Excellent communication skills with the ability to delegate when required
- Previous management experience preferred
- Able to assist with manual duties for set up and demobilisation



Role of Vice President

The Vice President is responsible for working with the organisation working closely with the President, Event Coordinator & other members of the Management Committee to assist coordination of the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model.

The purpose of the Vice President role is to work in unison with the President, Park Coordinator and Event Coordinator to : Initiate and negotiate terms with sponsors & contractors; completing tasks in a timely manner in the lead up to the event; and assisting with the smooth delivery of the event. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives.

Committee meetings are held the second Tuesday of each month, with an increase to twice monthly from February. These are not compulsory but attendance to at least 50% of meetings preferred. A copy of the Management Committee Meeting Schedule will be provided. Attendance will be required on site at Bray Park from the Wednesday before the event, for setup, until the Monday after the event for demobilisation. Park attendance is necessary for the duration of the event from park opening time until event concludes each day.

Main tasks for the Vice President:

- Administration tasks
 - Support Secretary for Meeting requirements
 - Signatory duties on BTHU Bank accounts
 - Be an authorised credit card holder as per Committee regulations
- Sponsor discussions
 - Find new sponsors to support the event and initiate Sponsorship talks where required
 - Liaise with Sponsors as required and assist with negotiating of sponsorship terms within BTHU guidelines and coordinate contract with Event Coordinator
- Event Coordination
 - Assist with event, rules and park layout decisions and implementation
 - Liaise with Sponsors, Community groups and suppliers in the park if required
 - Manage security operations during the event, being main point of contact for security contractors onsite
 - Set up Gladstone VMR Weigh in site
- Event Proceedings
 - Assist President, Parks Coordinator and Event Coordinator to ensure event runs smoothly
 - Liaise with weigh in station community groups
 - Front stage positioning to conduct identification verification of prize winners during night program
 - Assist in movement of prizes and boats on stage during the event

Skills/Experience Required:

- Professional, team player with the ability to take initiative and work autonomously
- Excellent communication skills
- Previous management experience preferred
- Able to assist with manual duties for set up and demobilisation



Role of Treasurer

The Treasurer is responsible for working with the organisation working closely with other members of the Management Committee to manage the finances of the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model and applicable Financial Plan & Budget. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives

Committee meetings are held the second Tuesday of each month, with an increase to twice monthly from February. These are not compulsory but attendance to at least 50% of meetings preferred. A copy of the Management Committee Meeting Schedule will be provided. Attendance will be required on site at Bray Park from the Wednesday before the event, for setup, until the Monday after the event for demobilisation. Park attendance is necessary for the duration of the event from park opening time until event concludes each day.

Main tasks for the Treasurer:

- Prepare future budgets including income and expenditure forecasting
- Cashflow forecasting
- Prepare Good and Service tax reports and lodge to the Australian Taxation Office
- Research tax law and Not for Profit law for the Association when required
- Invoice cash sponsors, stall holders and community partners when necessary
- Communicate with sponsors, stall holders, community partners and other third parties when necessary
- Maintain email address ofaccounts@boynetannumhookup.com.au
- Keep and maintain an asset register for the incorporated association
- Manage the petty cash during Hook Up Event
- Balance and ensure the petty cash book is kept up to-date
- Reconcile and record keep the Association's credit card account
- Keep all documentation for payments made including receipts, invoices and statements
- Keep and maintain the incorporated association deposits and withdrawals
- Prepare monthly financial reports & reporting into committee meetings
- Ensure that all payments are approved or ratified by the Management Committee and that they are recorded in the minutes
- Use the Xero accounting software program
- Support Business Consultant, Event Organiser and President the acquittal process and reporting for the Boyne Tannum HookUp partners and sponsors
- ensure the Boyne Tannum HookUp has the right financial procedures in place
- Payroll responsibilities including annual leave entitlements, sick leave entitlements, work cover and Single Touch Payroll reporting.
- Keep all financial matters strictly confidential and keep records in Gladstone, Queensland

Tasks for during the event:

- Oversee cash handling and their procedures at the Boyne Tannum Hook Up Event
- Control and manage the Raffle section of the Boyne Tannum Hook Up Event



Skills/Experience Required:

- Good time management skills
- Experience with Xero Accounting software preferred
- Good reporting skills
- Ability to work autonomously
- Good team player and communicator, able to work with varying demographics
- Intermediate MSOffice Skills (MSExcel and MSWord)
- Sound financial knowledge particularly in the not for profit sector
- Able to assist with light manual duties

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Role of Secretary

The Secretary is responsible for working with the organisation working closely with other members of the Management Committee to manage the volunteers working at the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model.

The purpose of the Secretary role is to act as an information and reference point for the President and other committee members: clarifying past practice and decisions; confirming requirements; and retrieving relevant documentation. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives

Committee meetings are held the second Tuesday of each month, with an increase to twice monthly from February. These are not compulsory but attendance to at least 50% of meetings preferred. A copy of the Management Committee Meeting Schedule will be provided. Attendance will be required on site at Bray Park from the Wednesday before the event, for setup, until the Monday after the event for demobilisation. Park attendance is necessary for the duration of the event from park opening time until event concludes each day.

Main tasks for the Volunteer Coordinator:

- Ensuring meetings are effectively organised and minuted.
 - Liaising with the Chair to plan meetings
 - Receiving agenda items for committee members
 - Circulating agendas and reports
 - Taking minutes
 - Circulating approved minutes
 - Checking that agreed actions are carried out
 - Scheduling meetings and communicating the plan
- Maintaining effective records and administration
 - Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation
 - Filing minutes and reports
 - Compiling lists of names and addresses that are stakeholders to the HookUp, such as sponsors, community groups, compliance bodies etc
 - Keeping a record of the organisation's activities
 - Keeping a diary of future activities
- Upholding the legal requirements of governing documents, not-for-profit status law, etc (where relevant)
 - Acting as custodian of the HookUp's governing documents, such as policies, guidelines etc
 - Checking quorum is present at meetings
 - Ensuring AGM is in line with stipulated HookUp Constitution
 - Ensuring HookUp's activities are in line with its objectives



- Communication and correspondence and actioning the enquiries email
 - Responding to all committee correspondence
 - Filing all committee correspondence received and copies of replies sent
 - Keeping a record of any of the HookUp's media coverage, communications to stakeholders, etc (e.g. promotional materials etc)
- Working with the Media &/or Marketing Co-ordinator to report the HookUp activities to the media and the community
- Implement tasks assigned to Secretary on the Master Event Plan
- Work with the Treasurer to process payments and perform secondary approvals as and when required
- Support role to the Treasurer to:
 - Control fixed assets and stock and ensure general oversight of records are kept
 - Bookkeeping duties including contacting Accounts Receivables, emailing invoices and organising reminders to pay
 - General financial oversight; including liaising with designated committee members about financial matters
 - Banking to ensure that everyone handling money keeps proper records and documentation, which is provided to the Treasurer.
- Action all items assigned during committee meetings.
- Coordinate all IT and IS requirements for the committee and the event, including IS access logons, social media access logons and website updates as directed by the President.
- Work with the committee members to ensure that all financials, registrations, insurances, park plans, marketing & promotion plans & materials, event programs & materials, risk & compliance documentation, volunteer co-ordination, entertainment, de/mobilisation schedules, equipment plans, event entertainment are all recorded, handed over from the relevant committee member in a presentable, finalised form for future use.
- Responsible for document and record management, maximising use of the BTHU Dropbox document management system across all areas of the event.
- Draft funding applications or award submissions as directed by the President
- Represent the HookUp with other committee volunteers

Skills/Experience Required:

- Administration Experience
- Good time management skills
- Ability to work autonomously
- Good team player and communicator, able to work with varying demographics
- Able to assist with light manual duties



Role of Marketing & Media Coordinator

The Marketing & Media Coordinator is responsible for positive marketing and media promotion for the event. They will work closely with the event Management Committee to assist coordination of the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model.

The purpose of the Marketing & Media Coordinator is to work in unison with the entire committee for all promotion and social media in the lead up to the event and then during the event and to ensure compliance as per the BTHU Logo & Style Guide and Social Media Policies. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives.

Committee meetings are held the second Tuesday of each month, with an increase to twice monthly from February. These are not compulsory but attendance 50% of meetings preferred, but attendance can be through video call as long as all documents are available for the Secretary, or responsible person, prior to meeting start time. A copy of the Management Committee Meeting Schedule will be provided. Attendance will be required on site at Bray Park from the Wednesday before the event, for setup, until the Monday after the event for demobilisation. Park attendance is necessary for the duration of the event from park opening time until event concludes each day.

Main tasks for the Media & Marketing Coordinator:

- Administration tasks
 - Manage creation of stickers, signage, etc. required for event
 - Liaise with Secretary, or responsible person, for updates for Committee Meetings
 - Liaise with Accounts to ensure accounts are maintained
 - Work with Event Coordinator to ensure website is up to date
- Media and Marketing
 - Liaise with Advertising and Media vendors
 - Work with Event Coordinator to ensure advertising and media sponsors are fulfilling contractual obligations
 - Write articles as required and have submitted by due dates
 - Create advertisements as required, or work with advertising agents to create
 - Ensure Media and Marketing platforms have current logo for use
 - Update Sponsor banners for current sponsors
- Social Media
 - Ensure Facebook and Instagram are kept up to date
 - Regular promotions of, before, during and after, of :
 - Sponsors, Community groups & Volunteers
 - Prize Pool
 - Event Developments
 - Rules and Regulations



- Event Proceedings
 - Positive promotion of event, program and rules
 - Work with IT to promote winners on social media platforms
 - Coordinate with on-site Photographers to ensure current photos are promoted on social media platforms
 - Communicate requirements to Stage & Audio supplier for big screen images and promotions

Skills/Experience Required:

- Professional, team player with the ability to take initiative and work autonomously
- Excellent communication skills, both verbal and written
- Flair for creative design
- Previous media &/or marketing experience preferred
- Able to assist with light manual duties for set up and demobilisation



Role of Volunteer Coordinator

The Volunteer Coordinator is responsible for working with the organisation working closely with other members of the Management Committee to manage the volunteers working at the Boyne Tannum HookUp in accordance with the Boyne Tannum HookUp Model. Committee members are primarily responsible for the event development, fishing tourism expansion and improvement initiatives

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Main tasks for the Volunteer Coordinator:

- Liaise with volunteer community groups for requirements of the event
- Liaise with EBits teachers & students with activities planned, setup, demobilisation and kids hub during the event
- Assemble list of items required and to be purchased prior to the event
- Coordinate requirements of volunteers for set up of the event, including but not limited to below items:
 - Assembly of temporary bunting & 1m fencing as per maps
 - Signage distribution and installation (as per list provided by Event Coordinator)
 - Rubbish bin distribution (as per map provided by Parks Coordinator)
- Coordinate requirements of volunteers during the event, including but not limited to below items:
 - Raffle ticket selling
 - Kids hub activities
 - Boat cleaning
 - Committee & volunteer kitchen tidying & cleaning
 - Education tent presentations
 - Information distribution (flyers & handouts)
 - Restocking GBRMPA maps at Information hubs
 - Restocking
- Coordinate requirements of volunteers for demobilisation of the event, including but not limited to below items:
 - Disassembly of temporary bunting to pack away
 - Disassembly of 1m fencing to central location for supplier collection
 - Removal of Signage from around park
 - Rubbish bin collection & assembly in in central location for supplier collection
 - Clean up & Pack up of kitchen area

Skills/Experience Required:

- Good time management skills
- Ability to work autonomously
- Good team player and communicator, able to work with varying demographics
- Able to assist with light manual duties