



Position Description

Administrative Officer

Position Title:	Administrative Officer
Position Type:	Casual (average 2 hours per week, 40 weeks per year)
Reports to:	President and MIAA Council
Location:	Remote (at home)
Position start date:	August 2021

The Music and Imagery Association of Australia Inc (MIAA) is the premier association advancing music psychotherapy in Australia. Therapists use music and imagery as catalysts for health and wellness, within a psychodynamic, multimodal therapy. MIAA was established in 1994 and fosters the growth and development of the Bonny Method of Guided Imagery and Music (GIM), related Music and Imagery practices, training programs and professional development. Members span across Australia and south- east Asia.

Purpose of the Position

The Administrative Officer position is a key role that supports the ongoing administration of the organisation including record keeping, organising meetings, supporting professional development events, keeping members updated with communications from Council, etc. MIAA is looking for a self-motivated, dedicated and enthusiastic candidate for the position.

Key accountabilities:

1. Has a good understanding of the organisation and is familiar with MIAA's key documents (e.g., constitution, etc.)
2. Knowledge of MIAA's privacy policy and confidentiality requirements at MIAA PD events and conferences.

2. Ability to work at home independently, without supervision.
3. Supports fellow Council members by communicating in a constructive, considerate and timely manner.
4. Identifies strategic or operational issues and communicates these with the President.

Key Responsibilities

The key responsibilities for this role will include the following, as well as those that may be delegated from time to time by the President and Council.

1. Attends and prepares for all council meetings and takes minutes. Distributes minutes within 7 days.
2. Attends the AGM and takes minutes. Distributes minutes together with reports (Financial; President; PPC; ETC) within a set time frame.
3. Attends to correspondence:
 - a. New members: Provides welcome letter, links to the MIAA Constitution, Code of Ethics, Standards of Practice, By-Laws and other information.
 - b. Writes letters of thanks for work/services to MIAA.
 - c. Fields enquiries from the public (e.g., from MIAA website "Contact Us" tab) re MIAA activities and refers on to President or other members as necessary.
 - d. Keeps email distribution lists up to date and distributes relevant emails on behalf of Council.
4. Membership Renewal
 - a. Reviews and updates membership forms in consultation with MIAA Council, for example, fee amounts, current wording etc. (February).
 - b. Distributes membership forms to current members (February) with a cover letter including message from MIAA President/Council.
 - c. Updates membership list and keep records of the renewals.
 - d. Follows up on late payment of membership fees.
 - e. Forwards current MIAA membership list to key members of MIAA Council (President, Vice-President, Secretary and Treasurer) at the beginning of each month, if there has been a change in membership.
5. Organises PD weekends, in conjunction with Council.
 - a. Makes booking for venue, planning for room set-up, catering, equipment.
 - b. Receives submissions from the Call to Papers and distributes to appropriate team.
 - c. Corresponds with keynote speakers and presenters.
 - d. Schedules the program and creates registration brochure.
 - e. Manages registrations for the event.
 - f. Provides PD certificates for attendees.
6. Manages the records of the association and sends archival document to archivist, and lodges other documents (to be identified) to Central Files.
 - a. Manages Central Files

7. Liaises with
 - a. MIAA Treasurer on matters pertaining to banking money, provision of receipts and reimbursement for expenses (e.g., postage, printing).
 - b. Chair of the PPC re RGIMT Renewal, and matters pertaining to professional development, supervision or other requirements.
 - c. Organises certificates for RGIMT registration.
- 8) Other responsibilities as determined by the President , in consultation with the Council.

Selection Criteria

To hold this position the following competencies and attributes will be demonstrated:

1. Technical Skills (knowledge of systems and processes relevant to administrative tasks, e.g. Microsoft word, excel, PowerPoint, [Eventbrite](#) or similar, etc)
2. Planning and Organisational Skills (ability to plan, organise and schedule workflow and weekly/monthly tasks in an independent and timely manner).
3. Interpersonal skills (uses a high level of verbal and written skills when communicating with members and external contacts).
4. Communication Skills (builds effective relationships with President, Council members and external contacts to enable free flow of relevant information).

Additional Information

1. The duration of this position will be dependent on the ability of MIAA to fund this position.
2. The successful applicant will be required to complete a period of three months' probation on commencement. A performance appraisal will be held after three months.