



## Committee Roles & Responsibilities

Updated: 24-July-22

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*\*If at any given time, there are not enough volunteers to fill each position listed in this 'Committee Roles & Responsibilities' document, a Special Projects payment may be applied to those having to perform an additional role to the one they have been elected for.*

*\*Any job not listed in this 'Committee Roles & Responsibilities' document which requires more than 2 hours of volunteer time per month, should be compensated as a Special Project & paid out as a set fee. All Special Projects & set fees must be pre-approved by the Committee before commencing.*

*\* All regular & special project payments will be paid in the form of Countdown vouchers & are subject to the current budget allowance which will be reviewed on an annual basis.*

*\* As the Waiheke Toy Library is a Community Service, it is expected that everyone involved will do a number of ad hoc hours on a volunteer basis to assist in running a quality Toy Library - no matter what the varying annual budget dictates.*

<b>Position Title:</b>	<b>Chairperson</b>
Reports to:	Committee/members in the AGM
Salary:	Nil (voluntary role) Special project rates for extra hours (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting attendance)	2 hours: Chairperson & Other Duties 1-3 hours: Email Maintenance (Party Packs/Bouncy Castle/Special Hires/Emails (Weekly)
Chairperson Duties:	<ul style="list-style-type: none"> <li>● To ensure the organisation complies with the governing document, charity law, &amp; other relevant legislations and regulations.</li> <li>● Ensure the effective and efficient administration of the library, keeps the team focused on the task at hand &amp; oversees the Committee.</li> <li>● To give firm strategic direction to the organisation, setting goals and targets &amp; evaluating performances against agreed targets.</li> <li>● Maintains external relationships with the Toy Library (i.e. council)</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Assists Secretary to organise &amp; chair monthly committee meetings &amp; AGMs</li> <li>● Help facilitate the annual Performance Report with the Treasurer</li> <li>● Writes chair report for AGM</li> <li>● Appoint any employees &amp; monitor his/her performance.</li> <li>● Give direction to committee policy-making</li> <li>● Ensure all committee members are on the registered Charity List</li> <li>● Organise venues &amp; equipment for fundraising days &amp; meetings</li> </ul>

	<ul style="list-style-type: none"> <li>● Liaise with volunteers to ensure each opening day has at least two people on duty (Helper Member and a Librarian or Committee member) and that everyone understands the toy library system/SETLs.</li> <li>● Adds new Helper members to the facebook page &amp; sends personal welcome emails</li> <li>● First point of contact for the Waiheke Toy Library &amp; in charge of the following platforms: <a href="mailto:info.toylibrary@gmail.com">info.toylibrary@gmail.com</a>/<a href="mailto:toylibrarywaiheke@gmail.com">toylibrarywaiheke@gmail.com</a>/ Facebook Messenger</li> <li>● First point of contact for all Council &amp; lease related matters</li> <li>● Maintains website &amp; ensures funding is recognised</li> <li>● Maintains SETLs &amp; auto emails</li> <li>● Works with the Treasurer to ensure all invoices are paid in a timely fashion</li> <li>● Assists the Funding coordinator, the Toy Purchaser &amp; the Event Manager with all Toy Library affairs</li> <li>● Works with the Publicity and Advertising Coordinator on media communication</li> <li>● Responds to all reservation requests &amp; member queries (administration fees will be charged at advertised rates for bookings &amp; will be paid out in Countdown Vouchers)</li> <li>● Assists the Event Manager &amp; Librarian with reservation pick ups / drop offs outside of scheduled opening hours (special appointment fees will be charged at the Chairperson/Committee's discretion at advertised rates, &amp; will be paid out in Countdown vouchers)</li> <li>● Drives working bees and upkeeps maintenance on the container shop</li> <li>● Drives stock take days</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety initiatives</li> <li>● Ensures own and others safety at all times</li> <li>● Complies with policies, procedures &amp; safe systems of work</li> <li>● Reports all incidents/accidents, including near misses in a timely fashion</li> </ul>

	<ul style="list-style-type: none"> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
<b>Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>● Personable &amp; friendly, relates well to people. Builds an effective level of rapport with people within a short period of time</li> <li>● Reads situations effectively, &amp; tailors their responses to reflect the needs of the situation</li> <li>● Effectively communicates in situations requiring tact &amp; diplomacy</li> <li>● Understands the need for confidentiality, &amp; is prepared to keep information (e.g. about members &amp;/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise &amp; enforce limits, charges etc</li> </ul>
<b>Excellence Focus:</b>	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals &amp; objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources)</li> <li>● Has a sound level of insight into own strengths &amp; weaknesses, &amp; is committed to addressing areas of weakness</li> <li>● Adapts easily to changes at work. Proactively manages conflicting demands on time</li> <li>● Able to be assertive &amp; stand firm on issues when appropriate</li> </ul>

Technical Expertise:

- Competent in the use of word-processing packages
- High level & proven ability in the delivery of a customer focused service
- Previous database experience
- Interest in children's education & wellbeing

<b>Position Title:</b>	<b>Treasurer</b>
Reports to:	Chairperson in the first instance and then Committee
Salary:	Special project rates for extra hours (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting attendance)	1-2 hours: Treasurer Duties 3 (extra) hours: at reporting periods & annual statement time (weekly)
Treasurer Duties:	<ul style="list-style-type: none"> <li>● Prepares monthly accounts &amp; bank reconciliations</li> <li>● Responsible for submitting the annual financial statements</li> <li>● Manages auditing processes</li> <li>● Management of accounts, pays invoices &amp; reimburses expenses</li> <li>● Wages/PAYE payments or countdown voucher arrangements</li> <li>● Code transactions in Xero</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Provide a monthly treasurer's report to the committee and any matters that need arising</li> <li>● Reconcile SETLs transactions with bank account</li> <li>● Keep accurate fixed assets register for new additions &amp; disposals (reconcile with SETLs)</li> <li>● Attend committee meetings &amp; AGMs</li> <li>● Liaise with the Chairperson on a regular basis as second signatory to all accounts payable</li> <li>● Provide financial information for grant applications as required</li> <li>● Keep track of funds tagged for specific purposes (eg. Lotteries grant, COGS etc)</li> <li>● Prepare annual financial statements &amp; associated working papers to submit for annual audit (if required)</li> <li>● File all returns required by IRD</li> <li>● Maintain registration with Charities Commission including annual submission of financial statements</li> </ul>

	<ul style="list-style-type: none"> <li>● Prepare annual Treasurer's Report for AGM, including annual budget for coming year</li> <li>● Ensure TLFNZ subscription &amp; insurance cover is ok &amp; paid</li> <li>● Other miscellaneous duties as they arise</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety initiatives</li> <li>● Ensures own &amp; others safety at all times</li> <li>● Complies with policies, procedures and safe systems of work</li> <li>● Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Understands the need for confidentiality, &amp; is prepared to keep information (e.g. about members and/or committee) confidential</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals &amp; objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources)</li> <li>● Adapts easily to changes at work. Proactively manages conflicting demands on time</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing &amp; spreadsheet packages.</li> <li>● Previous experience in accounts duties including GST, PAYE, &amp; XERO</li> </ul>

<b>Position Title:</b>	<b>Secretary</b>
Reports to:	Chairperson in the first instance & then Committee
Salary:	<p>Nil (voluntary role)</p> <p>Special project rates for extra hours (to be paid in Countdown vouchers)</p> <p>Free toy, special &amp; party hires</p> <p>Membership fee of gold coin after first year</p>
Position Type Hours: (not including meeting attendance)	3 hours (monthly)
Secretary Duties:	<ul style="list-style-type: none"> <li>● Assist the Chairperson to organise Annual General Meetings, Special General Meetings &amp; monthly Committee Meetings.</li> <li>● Notify members of upcoming meetings, help create &amp; circulate Agendas to the committee (including date &amp; place of meeting) at least a week in advance</li> <li>● Attend &amp; take minutes of the proceedings of all meetings, record who is presiding &amp; business conducted</li> <li>● Type out the minutes &amp; circulate to the committee ASAP post meetings</li> <li>● Checking that the committee has carried out action agreed at the previous meeting (Record, track &amp; update Action Points from meeting minutes)</li> <li>● Ensure that a signed &amp; printed copy of the minutes are kept for the records</li> <li>● Maintains contact details of committee members &amp; of people with which the organisation regularly works</li> <li>● Keeps a record of activity calendars &amp; special events</li> <li>● Write notes of courtesy, thank you to sponsorships &amp; volunteers etc</li> <li>● Sends newsletters to all members (via Publicity &amp; Advertising Coordinator)</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Maintain all records of the organisation (i.e. meeting minutes, media articles &amp; relevant documents)</li> </ul>



	<ul style="list-style-type: none"> <li>● Sitting on appraisal, recruitment &amp; disciplinary panels as required</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health &amp; safety</li> <li>● Ensures own &amp; others safety at all times</li> <li>● Complies with policies, procedures &amp; safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● High organisational ability &amp; attention to detail</li> <li>● Ability to think creatively</li> <li>● Willingness to speak their mind</li> <li>● Ability to work effectively as a member of a team</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Knowledge or experience of business &amp; committee procedures</li> <li>● Minute-taking experience</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing packages</li> <li>● Previous database experience</li> <li>● Interest in children's education &amp; wellbeing</li> </ul>

<b>Position Title:</b>	<b>Toy Librarian</b>
Reports to:	Chairperson in the first instance and then Committee
Salary:	Minimum wage for hours worked (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting reporting & attendance)	3 hours: open days - fortnightly, Saturdays from 9am to 12pm (bi-weekly)
Purpose:	<ul style="list-style-type: none"> <li>● To provide a Librarian service to the members of the Toy Library</li> <li>● Carry out any extra duties that the Committee deems necessary</li> </ul>
Librarian Duties:	<ul style="list-style-type: none"> <li>● Opening the library, duties include: putting out flags, signage, tables &amp; any toys for display, putting aside click &amp; collect's/holds/reservations for the session, opening OSPO, welcoming/orientating the Helper Member, &amp; setting up x2 computers</li> <li>● Closing the library, duties include: ensuring OSPO is secured, ensuring all toys are put back on shelves tidily/not totally obscuring shelving access, in a position where they can/will remain dry &amp; where possible back in their appropriate categories. Ensure tables, flags &amp; signage are all put away tidily, that any rubbish is removed from the container, &amp; that the door &amp; window is locked on the way out</li> <li>● Issuing and returning toys on the SETLs database</li> <li>● Training Helper Members to use the SETLs system, confirming their attendance on SETLs &amp; advising them of allocated duties while volunteering (e.g. counting parts, cleaning toys, assisting with returns &amp; orienting them with the library setup)</li> <li>● Provides face to face information to new members about the library. Ensures all new members fill in their appropriate contact information when signing up, advises members to</li> </ul>

add the library to their contacts (to avoid emails going to spam) & sends payment auto email to them so they understand their set up fees. If necessary guide new members to navigate the toy library website and set up system

- Maintains an up-to-date toy database (SETLs). Takes pictures of toys & uploads them to the system if they are missing, adds new toys/donations to the system & creates/adds appropriate codes to SETLs and the toy/toy pieces for identification
- Ensure all toy labels are kept up to date & packaged professionally. If necessary, assists in sourcing packaging.
- Reports missing pieces by updating bag labels/adding a post-it note to the label, & by reporting the piece in SETLs (source replacement label or bag when necessary)
- Send missing piece auto email out to members who have returned toys with missing parts. Advise the committee & the toy purchaser if replacement parts are deemed necessary & assist Toy Purchaser with sourcing replacement parts. Or if a toy is no longer hireable - report this to the committee.
- Report back member feedback or observations for the toy wishlist to the Toy Purchaser & the committee
- Ensure that overdue membership/lending fees are paid & impose fines where required (in keeping with committee agreed principles & philosophies). Where problems arise, passes on a complaint form to the committee for follow-up
- Contact members via text regarding any toys which are overdue by more than a month/2 sessions & record the contact in member alerts
- Maintain a clean, organised & accessible library that is locked after each opening
- Ensure the general rules of the library are upheld
- Responsible for cashing up the money box, reconciling & banking any takings for the day

	<ul style="list-style-type: none"> <li>● Assist the Chairperson &amp; Event Manager with reservation pick ups / drop offs outside of scheduled opening hours (special appointment fees will be charged at the Chairperson/Committee's discretion at advertised rates, &amp; will be paid out in Countdown vouchers)</li> </ul>
Session Times:	<ul style="list-style-type: none"> <li>● Saturdays 9:00am – 12:00pm (Fortnightly)</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Nominate available working dates in the SETLs system (Toy Library/Actual Volunteering sessions) at least 1 month in advance to give the Committee time to work out cover if required</li> <li>● Confirms helper volunteer attendance on SETLs</li> <li>● Provide information/report on any membership/toy issues at committee meetings</li> <li>● Maintain &amp; update toy &amp; member alerts on SETLs</li> <li>● Attend monthly committee meetings</li> <li>● Voluntarily attend Regional Meetings to gain further knowledge of Toy Library systems &amp; policies</li> <li>● Pass on suggestions for toy purchases to the toy buyer where appropriate</li> <li>● Liaison with the chairperson on a regular basis</li> <li>● Support Committee with fundraising events</li> <li>● Be available for yearly stocktaking</li> <li>● Other miscellaneous duties as they arise</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health &amp; safety</li> <li>● Ensures own and others safety at all times</li> <li>● Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>

**Competencies required for role**

<p>Personal Skills:</p>	<ul style="list-style-type: none"> <li>● Personable &amp; friendly. Ability to relate to people on all levels</li> <li>● Understands the need for confidentiality, &amp; is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Adapts easily to changes at work. Possesses good time management skills</li> <li>● Ability to be able to deal with any conflict that may arise and enforce limits, charges etc</li> <li>● Is motivated to achieve goals and objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources) &amp; proactive</li> </ul>
<p>Technical Expertise:</p>	<ul style="list-style-type: none"> <li>● Competent &amp; confident in database management</li> <li>● Interest in children's play, education &amp; wellbeing</li> </ul>

<b>Position Title:</b>	<b>Publicity &amp; Advertising Coordinator</b>
Reports to:	Chairperson in the first instance & then Committee.
Salary:	Nil (voluntary role) Special project rates for extra hours (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting reporting & attendance)	1-2 hours (bi-weekly)
Publicity & Advertising Co-ordinator Duties:	<ul style="list-style-type: none"> <li>● Writes quarterly newsletters (Liaises with the Committee &amp; the Librarian regularly for content)</li> <li>● Distributes newsletters to the Toy Library Secretary for emailing (?)</li> <li>● Posts bi-fortnightly updates on social media with opening hours and any new promotions relevant for sharing</li> <li>● Posts quarterly updates on social media to bring in new business, includes creation of advertising imagery on toys, special hires &amp; the benefits of using the Library</li> <li>● Designs/updates advertising material i.e. flyers &amp; brochures when required (occasionally this might be outsourced at the Coordinators discretion with committee approval)</li> <li>● Organises signage &amp; flyer printing etc</li> <li>● Assists the Event Manager &amp; Fundraising Coordinator with fundraising events - implementing ideas, sourcing venues, materials &amp; volunteer staff (to be paid at special project rates)</li> <li>● Distributes flyers to committee, Fundraising Coordinator or members as appropriate</li> <li>● Monitors local events for publicity opportunities &amp; advises the committee &amp; the Fundraising Coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>● Oversees the library's Facebook &amp; Instagram pages, &amp; Instagram messages (facebook messenger is monitored by the Chairperson)</li> <li>● Refers inquiries received directly to the Chairperson, <a href="mailto:info.toylibrary@gmail.com">info.toylibrary@gmail.com</a> email address or the Committee as appropriate.</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Provide a monthly report at committee meetings regarding up &amp; coming events &amp; traffic on Facebook &amp; Instagram</li> <li>● Attend committee meetings</li> <li>● Liaises with the Chairperson on a regular basis</li> <li>● Attends yearly stocktaking</li> <li>● Other miscellaneous duties as they arise</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety</li> <li>● Ensures own and others safety at all times</li> <li>● Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Understands the need for confidentiality, and is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise and enforce limits, charges etc</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing, design packages &amp; social media</li> <li>● Great communication skills</li> </ul>

<b>Position Title:</b>	<b>Funding Coordinator</b>
Reports to:	Chairperson in the first instance and then Committee.
Salary:	Nil (voluntary role) Special project rates for extra hours (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting reporting & attendance)	TBC
Funding Coordinator Duties:	<ul style="list-style-type: none"> <li>● Plans &amp; keeps a funding calendar of application closing dates from various known funders for the year &amp; reports these to the Chairperson &amp; the committee</li> <li>● Research possible funding sites / new sources &amp; their funding criteria</li> <li>● Works with the Chairperson to submit funding applications (main funders being: COGS, Lion Foundation, Lotteries Commission, Pub Charities, Local Grants)</li> <li>● Monitors &amp; reports back to the Committee the annual funding targets</li> <li>● Maintains an up to date record of all grant applications &amp; their outcomes</li> <li>● Ensures any accountability requirements are completed for successful grants, &amp; works closely with the Treasurer &amp; the Toy Purchaser in tracking purchases for accountability reporting</li> <li>● Works with the Chairperson to ensure all funders are publicly &amp; formally acknowledged (press, website, Facebook, container wall etc)</li> <li>● Assist the Event Manager &amp; Publicity &amp; Advertising Coordinator with fundraising events - implementing ideas, sourcing venues, materials &amp; volunteer staff (to be paid at special project rates)</li> </ul>



Other Duties:	<ul style="list-style-type: none"> <li>● Provide a yearly report at the AGM on matters arising from funding</li> <li>● Attend monthly committee meetings</li> <li>● Attend yearly stocktaking</li> <li>● Other miscellaneous duties as they arise</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health &amp; safety</li> <li>● Ensures own &amp; others safety at all times</li> <li>● Complies with policies, procedures &amp; safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Ability to organise &amp; execute plans</li> <li>● Understands the need for confidentiality, and is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals &amp; objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources).</li> <li>● Adapts easily to changes at work. Proactively manages conflicting demands on time.</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing and spreadsheet packages</li> </ul>

<b>Position Title:</b>	<b>Toy Purchaser</b>
Reports to:	Chairperson in the first instance & then Committee.
Salary:	Nil (voluntary role) Special project rates for extra hours (to be paid in Countdown vouchers) Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting reporting & attendance)	TBC
Toy Purchaser Duties:	<ul style="list-style-type: none"> <li>● The toy purchaser is responsible for buying new toys</li> <li>● Monitoring, renewing &amp; consulting with lists of new toy suggestions</li> <li>● Liaise with, &amp; support the Librarian on a regular basis</li> <li>● Monitoring &amp; donating existing toys that are no longer suitable for the library</li> <li>● Adding new toys to the SETLs system as per the Waiheke Toy Library standard</li> <li>● Help Librarian arrange label printing/lamination for all toys new to the library</li> <li>● Approve toy donations by adding them to the system, or donating them to charity if they are not suitable</li> <li>● Help the Librarian organise storage for all toys new to the library by 'bagging &amp; tagging' toys or assisting with the purchase or submission for new bags or boxes</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Provide a report at the AGM on matters arising from new toys purchased</li> <li>● Attend monthly committee meetings</li> <li>● Liaison with the Chairperson on a regular basis</li> <li>● Attend yearly stocktaking</li> <li>● Other miscellaneous duties as they arise</li> </ul>

Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety</li> <li>● Ensures own and others safety at all times</li> <li>● Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Understands the need for confidentiality, and is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise and enforce limits, charges etc</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals and objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources).</li> <li>● Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas of weakness</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing packages</li> <li>● Previous database experience</li> </ul>

<b>Position Title:</b>	<b>Event Manager</b>
Reports to:	Chairperson in the first instance and then Committee.
Salary:	Monthly Countdown Voucher: \$40 Free toy, special & party hires Membership fee of gold coin after first year
Position Type Hours: (not including meeting reporting & attendance)	2-3 Hours (monthly)
Event Manager Duties:	<ul style="list-style-type: none"> <li>● The Event Manager is responsible for the regular upkeep of all party &amp; special hires owned by the Toy Library, ensuring a high standard of cleanliness &amp; safety is maintained</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Ensuring the Bouncy Castle is free from tears, holes or moisture - and if applicable, passing on reports of damage or negligence that might require a members bond to be paid out to the toy library for repairs</li> <li>● Actively blowing the the bouncy castle up monthly for full inspections &amp; repairing if necessary</li> <li>● Ensuring the Toy Library is always stocked with appropriate cleaning and patching gear for the bouncy castle</li> <li>● Ensuring the bouncy castle is being rented out with good quality packing for transportation &amp; clear safety/instruction cards</li> <li>● Ensuring all car seats, porta-cots, life jackets &amp; port-a-cots are clean &amp; have not exceeded any safety manufacturing dates</li> <li>● Ensuring all car seats are hired out with appropriate safety manuals</li> <li>● Assisting the Committee with ensuring all party gear is returned clean &amp; is being rented out with/in appropriate packaging</li> <li>● Assist the Chairperson &amp; Librarian with reservation pick ups / drop offs outside of scheduled opening hours (special appointment fees will be charged at the Chairperson/Committee's discretion at advertised rates, &amp; will be paid out in Countdown vouchers)</li> <li>● Assist the Funding Coordinator &amp; Publicity &amp; Advertising Coordinator with fundraising events - implementing ideas, sourcing venues, materials &amp; volunteer staff (to be paid at special project rates)</li> </ul>

	<ul style="list-style-type: none"> <li>● Attend monthly committee meetings &amp; AGMs</li> <li>● Liaison with chairperson on a regular basis</li> <li>● Be available for yearly stocktaking</li> <li>● Other miscellaneous duties as they arise</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety</li> <li>● Ensures own &amp; others safety at all times</li> <li>● Complies with policies, procedures &amp; safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion</li> <li>● Informs committee of any health &amp; safety issues that need improving</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Understands the need for confidentiality, &amp; is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise and enforce limits, charges etc</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals &amp; objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources).</li> <li>● Has a sound level of insight into own strengths &amp; weaknesses, &amp; is committed to addressing areas of weakness</li> </ul>