

**Temora Business Enterprise Group Inc. (TBEG)
Executive Officer**

About TBEG

Temora Business Enterprise Group (TBEG) is an active group of local business-people with a passion for developing, enhancing and growing the local business environment.

TBEG aims to support the local business community and deliver real and tangible returns to its members through many and varied events and projects, such as the Temora Gift Card Program.

TBEG is considered a reliable and relevant sounding board for Council and takes a proactive approach to issues and opportunities affecting the business environment.

Position Description

Overview: The Executive Officer is responsible for supporting the strategic initiatives as directed by the TBEG Executive Committee on behalf of TBEG members.

KEY DUTIES AND RESPONSIBILITIES

Support Executive Committee meetings

- Liaise with the Chair to produce the agenda for TBEG Executive Committee meetings
- Keep a log of correspondence in and out, including significant emails and letters
- Remind the Treasurer to prepare the Treasurer's report in advance of the meeting
- Maintain the TBEG database and coordinate with the Treasurer as to membership payments received
- Prepare a membership report showing current members, renewed members (since last meeting) and membership invoices sent
- Take minutes at TBEG Executive Committee meetings and distribute the minutes to the Executive Committee
- Communicate changes to Executive Committee meeting time, date and location
- Organise the Annual General Meeting

TBEG Memberships

- Actively engage with current and potential new members via email, telephone and face-to-face to explain the benefits of membership and promote TBEG initiatives
- Maintain the TBEG membership database
- Advise Murray-Riverina Business Chamber & NSW Business Chamber of new and lapsed members via email
- Maintain the membership benefits document as required
- Maintain the membership application form and pricing on our website. Ensure member information is captured in database system
- Advise the Treasure of any payments or membership payments received

Provide administrative support to the Executive Committee

- Apply for Government grants on behalf of the Committee
- Notify the Treasurer of any cheques or invoices received by emailing a scanned copy
- Keep the Chair / Executive informed of relevant information and developments
- Follow up actions and directives agreed by the Executive
- Respond to incoming post and email, consulting with the Chair and/or the Committee as appropriate
- Maintain a record of incoming and outgoing correspondence for the Exec Committee agenda

TBEG Events & Programs

- Organise Monthly TBEG events such as Beers n Business, Workshops and Business House
- Support the Events Sub Committee to organise and document the events as necessary using the Event Brief template
- Complete post event reports
- Ensure the event budget is approved by the Executive Committee
- Prepare and submit the Temora Shire Council event application (via the online portal), when applicable)
- Advise Temora Shire Council of upcoming events to ensure they are advertised on the temora.com.au website and in the Narraburra News
- Effectively run the Why Leave Town Gift Card promotions by activating new members eftpos machines, ensuring participants have adequate cards on hand, running reports and being the point of contact for the WLT program head office
- Effectively run the TBEG Rafflelink Program by engaging Temora Businesses and promoting the raffles

Coordinate marketing and promotion activities for TBEG initiatives

- Maintain the TBEG social media pages with regular relevant posts and notifications of upcoming events
- Regularly network with local business owners and the NSW Business Chamber
- Write press releases or telephone the Temora Independent to advertise upcoming events or other relevant topics or initiatives (when necessary)
- Create marketing collateral for relevant events or initiatives using software Canva

QUALIFICATIONS & EXPERIENCE

Essential Criteria

- Demonstrated experience in marketing and communications
- Demonstrated experience using social media
- Skills and experience in planning, time management and working independently and as part of a team
- Excellent oral communication skills with the ability to network

- The candidate should express the desire to have a long-term commitment to the position
- Computer, database management and desktop publishing skills

Desirable Criteria

- Experience producing web content
- Tertiary qualification in Marketing or Communications or closely related fields.
- Experience working in an account management, sales or membership-based role
- Experience organising events

This is a contract position with approx. 10 hours per week with an immediate start available.

Please email your cover letter addressing the Essential Criteria, along with your resume to Mel Gallagher at solicitors@cltemora.com.au