

# **CROQUET ASSOCIATION QUEENSLAND**

## **POSITION DESCRIPTION**

### **GRANTS MANAGER**

#### **General Information**

**This is a voluntary position and is not subject to regular employment payments.**

The Grants Manager (GM) is a specific administration duty officer

The GM will, at all times, observe the Association's Rules, By-laws and Policies as set out in the relevant documents. He or she will conduct business politely and with consideration for others, without ill feeling, improper bias or personal animosity.

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person to the detriment of the organisation.

#### **Core Duties to Management Committee**

- The Grants Manager is a member of the Finance sub-committee and may be a member of the Development and Promotions sub-committee
- Has in-put into any Strategic, Operational and/or marketing plan
- Seeks out grant initiatives that will be of benefit to both the Association and Member Clubs
- Complies with regulations required for any grants sought
- If successful, monitors the grant through its life and ensures that it is acquitted in the appropriate fashion
- Alerts MC on any risk management involved in the project
- Works closely with the State Treasurer
- Reports to the MC quarterly
- Provides a report to the Annual Report if required to do so
- Ensures that all property of CAQ including documents are returned at the end of tenure
- Keeps records as required by the MC

## **Duties to Member Clubs**

The Grants Manager will assist member clubs with Grant Applications

**I acknowledge that I have received a copy of this position description.**

**Name**

**Signature**

**Date**

**Witness**