

## NOHANZ Administrator Role - FOR DISCUSSION at BGM, November 2018

The suggestion has been raised of adding an Administrator role to assist NOHANZ Executive. The current Executive Committee wishes to discuss this as a BGM item at Conference.

We look forward to hearing the members' response to this proposal.

### WHY ADD AN ADMINISTRATOR ROLE TO NOHANZ?

Current office holders are finding the tasks onerous for a volunteer committee. Components of the Chair, Treasurer and Secretary roles could be delegated to an individual with office management skills. This would free the office holders to have more time for growing NOHANZ and meeting its aims.

### WHAT WOULD THIS ROLE ADD TO NOHANZ?

NOHANZ Executive Committee and Regional groups would be freed up to embrace other roles such as mentoring, reviewing oral history recordings, taking on other oral history voluntary or paid project roles, extending their own practice, organising workshops, inviting guest speakers, building relationships with other oral history and related groups - that is, growing oral history in this country.

### RATIONALE

The intention is to attract oral historians to serve on the NOHANZ Executive Committee, and that this will appeal as an opportunity to grow their oral history involvement without being an onerous commitment.

All organisations need to stay contemporary and aspirational in order to attract and retain members. This is an opportunity to refresh the volunteer model of this national organisation, and to attempt to provide more proactive service.

### CONSTITUTION CHANGE

If the meeting decides to trial a paid role, this will require a change in the Constitution. Executive is hereby giving 2 months advance notice, as required. In addition

- 2/3 majority of paid members will need to agree, at the Biennial General Meeting
- it must not affect the non-profit status of the Association.

Three options are outlined below. These are for:

1. No Change
2. Book keeper
3. Administrative "Assistant to the Office Holders"

1. No change  
Full volunteer model to continue.

2. Book keeper  
Responsibilities:

- membership invoicing
- chase up overdue subscriptions
- pay one-off and regular invoices
- maintaining membership database
- reconcile bank account monthly
- update membership spreadsheet monthly
- financial performance statement monthly
- possibly use Xero accounting programme

Liaise with Treasurer, Chair, others on Executive as required.

COST to NOHANZ

Subscription to Xero, approx \$70 per month. (Or possibly \$47.44 per month for not-for-profit organisations, with approved Incorporated Society status.)

Suggested payment of \$40 per hour.

We are suggesting a budget of \$5,000.

We estimate that the role would involve about 10 hours per month.

HOW to FUND the ROLE?

This could be paid in the first year from NOHANZ funds.

After one year the role would be reviewed; if it proves successful the funds will need to be generated, perhaps by an increase in membership cost.

(Round figures: Membership of 200, add \$20 to annual membership subscription would generate \$4000.)

3. "Assistant to the Office Holders"

Job would include office management, financial management, membership database, publications and website roles. Also office support for conference.

- Office management - maintain orderly electronic files on G Drive, forward email correspondence to relevant office holder. Assist with one-off tasks eg visa application, trip organisation for visiting speaker.
- Financial management - process applications, invoice subscriptions, compile quarterly financial statements for Treasurer; use program such as Xero
- Membership database - keep current records, welcome and send newsletters and journals to new members
- Publications - ask members for copy for newsletters, may assist Editor with compilation, send out e-newsletters, liaise with printer for paper copies, post. May assist journal Editor with articles, formatting, distribution
- Website - liaise with webmaster, provide updates from incoming correspondence and members. Manage Social media presence, with Executive Committee liaison.
- Office support for Conference, biennial. As instructed by Chair and Conference Committee.

#### COST to NOHANZ

This bigger role could have an allocated sum for the first year, from funds. \$8000 might be allocated, to pay for around 20 hours per month.

Thereafter the payment may be generated from eg. an increase in subscription costs, successful funding applications, or other source.

Secretary continue to compile meeting agendas, record correspondence, circulate minutes. Also Exec decision-making aspects of role.

Treasurer continue the Exec decision-making aspects of the role.

Chair, Treasurer, Secretary, Webmaster, Newsletter and Journal Editors would work with the Admin Assistant.

#### HOW TO FUND THE ROLE?

An idea is to trial this role for a year and use existing funds to remunerate the role. After agreeing to an hourly rate, the no. of hours could be capped.

The "Assistant to the Office Holders" would log the tasks and time spent. Executive committee to review at 3 and 12 months.

For the following year, if the role has proven successful, a motion to the AGM may be to increase the annual subscription or to apply for funds to cover the sum.

#### CHANGE TO CONSTITUTION

If the appointed person is a member of NOHANZ, we will need to change the Constitution so she/he can be paid. The following clauses would need to be changed.

Sn 11 (b) "All expenditure shall be authorized by the Committee provided that there shall be no distribution, whether by way of money, property or otherwise, howsoever, to any member of the Association."

A clause such as the following, may need to be added:

"... except that the Committee may agree to pay a person or persons (including any member) for work directly related to functions of the Committee. Any such payment must be in accordance with the scope and terms of a documented job description."

The relevant changes will need to ensure that there is no inappropriate use of NOHANZ' funds and no risk of abuse of the system.

#### GOING FORWARD

The roles may appeal to an existing member. Any interested members are asked to email the Secretary before the conference. Please provide evidence of suitable skills, contact details and names of two referees.

*Nohanz Executive Committee, 25 September 2018*