

MASTER LOCKSMITHS ASSOCIATION OF AUSTRALASIA LIMITED

POSITION DESCRIPTION

POSITION:	CHIEF EXECUTIVE OFFICER		
RESPONSIBLE TO:	MLAA BOARD OF DIRECTORS		
RESPONSIBLE FOR:	Executive Assistant/Office Manager	Full time	
	Membership Manager	To be recruited	
HOURS OF WORK:	Full time		
REMUNERATION:	An attractive remuneration package commensurate with experience will be negotiated. Contract renewal will be subject to performance against agreed goals.		
PROBATIONARY PERIOD:	This appointment will be subject to successful completion of a 6 month probationary period.		
PREREQUISITES:	Previous experience at CEO or senior management level, ideally within the NFP/Association sector		

ORGANISATIONAL OVERVIEW

The Master Locksmiths Association of Australasia Limited (MLAA) is a non-government, not-for-profit membership association dedicated to the strategic growth of the locksmithing industry in Australia and New Zealand. Our Mission Statement is:

To create an environment for continued member business growth.

MLAA is currently overseen by a Board of Directors comprising the National President and six Branch Presidents. It employs a full-time CEO and Executive Assistant/Office Manager and recognises the need for an additional permanent part-time resource in the immediate future.

MLAA's revenue is derived from three main sources: Membership subscriptions, royalties from sales of MLAA-patented locking systems and profit from the annual Lock and Security Expo.

POSITION SUMMARY

The CEO is responsible for the overall management and administration of the MLAA with a focus on the following Key Results Areas:

Governance

The CEO will report to and work directly with the Board to achieve effective governance of the organisation. Specific objectives include:

- Develop, implement and review organisational policies to protect the interests of members and to develop the industry
- Adhere to regulatory and committed reporting requirements

- Co-ordinate compliance with constitutional requirements such as conduct and preparation of notices and reports for Board meetings (presently three each year); annual elections and AGM
- Monitor and report progress in relation to the Strategic Plan

Finance

- Implement and manage the MLAA's annual budget and business plan
- Monitor and report on actual performance against budget and business plan
- Provide the Board with periodic forecasts of projected annual results
- Supervise part-time bookkeeping contractor
- Co-ordinate annual audit
- Identify and secure additional revenue streams as well as ensuring continuity of existing revenue streams

Management

The CEO is responsible for all management tasks of the organisation including the development and implementation of good business practices and processes in each of the following areas:

- Membership database
- Membership communications
- Website management
- Finance
- Marketing
- Major event management
- Sponsorship
- Partnership management
- Strategic Planning
- Security Industry regulatory compliance
- Complaints handling

Specific Duties

- Provide leadership and innovation in the management of people, MLAA finances and other resources
- Provide executive leadership and direction over the strategic planning and policy development functions
- Implement strategies to ensure that the MLAA's goals are met
- Manage the MLAA's communications function including the website by exploiting best practice technology and processes
- Plan and manage the annual Lock and Security Expo
- Plan, develop and implement innovative and professional sponsorship and exhibitor plans
- Provide appropriate direction and assistance to facilitate membership recruiting and the delivery of services to members in their areas
- Ensure that enquiries and complaints are dealt with promptly and professionally
- Foster a culture of continuous improvement and lead organisational change utilising best practice management principles
- Manage MLAA's finances and develop strategies to expand revenue sources
- Implement and maintain an appropriate staffing structure to support the MLAA's operations and objectives. Appoint and train staff and review performance on a regular basis
- Co-ordinate forums between the MLAA Board and members – e.g. Board meetings, AGMs, Branch Executive meetings

- Establish a positive and mutually beneficial relationship with MLAA's key stakeholders including sponsors; exhibitors; TAFE training colleges and Security Industry regulatory agencies

Key Challenge

The key challenge of this role is balancing delivery of the organisation's operational and strategic objectives while using limited resources

Personal Profile

You will be a dynamic and energetic individual with a proven track record of delivering on strategy through the development and implementation of effective business plans. You will be an effective communicator and leader who is technologically savvy and prepared to be hands-on when required.

An ability to procure and maintain sponsorship and funding will be complemented by outstanding communication, relationship building and proposal writing skills. Ideally, the successful applicant will be flexible and accommodating and have an understanding of the demands of working in the not-for-profit membership association sector.

Financial and general business acumen is essential to success in this position. You must also be a self-starter who is able to work independently and with a minimum of supervision