

Scarlet Alliance Casual Employment Contract for a Senior Admin Person

Employment period: beginning 7 October 2002 and ending 22 November 2002. Based on;

Five weeks @7.5 hours per week over the weeks leading up to forum

One week @ 15 hours/week at peak period (possibly week before forum)

One week @ 22.5 hours/week during the three days of forum (20, 21 &22 November)

Maximum hours 70 hours

Paid at approximately \$ 20.00/hour (senior admin person rates)

1. Check requirements according to Constitution. Notification and proxies etc.
2. Advise sw orgs of need to select delegates and cut off date via e list
3. Venue: price space for 40ish people catering Lunch, morning afternoon tea
4. Travel: contact travel agent and cheaper flight cut off dates
5. Accomodation prices for accomodation or booking including accom, venue and catering

Following is from AFAO checklistan updated version will be provided from Maria

Prepare 1 ST Notice to go out		
safe keeping of documents for AGM		
1 st Mailout +registration, program, voting & proxy forms		
Edit 2 nd Notice to go out		
2 nd Mailout + registration & program		
Room booking		
seating arrangements		
Registration RSVP to collate		
Set up Telephone Message/notice Board (near lift)		
Signs (directions @ lifts, front desk)		
Photocopier & Facsimile		
Check the need for maintenance		
toner		
paper		
Travel & Accommodation		
Executive (21 days advance)		
National Organisation Delegates (21 days advance)		

Kitchen		
Coffee		
Catering (SI to look out for absentees during break)		
Papers		
Exec Papers		
Papers for AGM		
Nominations		
Stationery		
Name Tags		
Butchers Paper (check stock)		
Colour paper (check stock)		
Pens (Markers etc)		
Blue Tack		
Dinners		
Decision of date, time & venue		
Bookings		
Announcements at AGM		
RSVP		
Venue Details Displayed		
Front Desk		
Name lists & tags		
Security (staff briefing plus announcement at AGM) daily		
Emergency - Staff responsible contact details		
Access to computers (inform which ones at AGM)		

Notes

1. Position based at Phoenix WA.
2. Position supervised by Janelle Fawkes (senior worker at Phoenix). A summary of work undertaken/completed to be presented at end of each week to Janelle