



**ANZAM**  
AUSTRALIAN & NEW ZEALAND  
ACADEMY OF MANAGEMENT

## Summary – Duties of the ANZAM Academy Manager

The Academy Manager serves as the paid staff executive, reporting to the President, and supports ANZAM activities initiated by the President and Board Members.

### 1. Membership

- a) Maintain the Membership Database and manage Member services, including interface between database and member services available on the website
- b) Institute and manage annual membership renewal process, including for Institutional Members
- c) Manage special projects, programs and strategies to improve Member service
- d) Check PCO's Conference registration printout, including for cancellations after the cut-off date for refunds, and format for transfer to membership database
- e) Monitor new and updated memberships
- f) When necessary, provide manual invoices and receipts
- g) Follow up overdue subscriptions
- h) Provide information to members as requested
- i) Recommend annual membership fee schedule to Board, when it is due for review.
- j) Respond to all member enquiries.

### 2. Communication

#### *Publications*

- a) Liaise with journal publisher and Editor-in-Chief as required
- b) Handle member enquiries regarding journal
- c) Ensure link to journal from members' section of website is current.
- d) Liaise with Members, President, Conference Chair, *JMO* Editor, Doctoral Students, ECA co-ordinators, for items for Newsletters
- e) Draft sections, collate, and circulate the Newsletter.
- f) Draft and circulate regular ANZAM Updates by email, usually weekly

#### *Social Media*

- a) Lead social media engagement with members, and external bodies as appropriate

#### *Website*

- a) Maintain and update the ANZAM website, including posts of Calls for Papers, Positions Vacant, event notifications for Institutional and other members. The website uses the WordPress platform.
- b) Post relevant items on ANZAM's social media outlets.

- c) Ensure currency of fees, lists of officebearers, Life Fellows, Fellows, and Research Fellows, contact details, historical records, etc
- d) Work with website designer to ensure site incorporates the essential features for member interactivity.

#### *General*

- a) Receive and process Academy Mail
- b) Attend to routine correspondence
- c) Draft President's correspondence
- d) Coordinate and manage mail outs for Newsletters, Email Updates, elections, Annual General Meeting (AGM), & Institutional Members

### **3. Governance**

#### *Meetings*

**NB: At the present time, all meetings are held via Zoom.**

Meetings are held four times a year, usually in March, June, September, and December. These are in a variety of locations, generally on the east coast of Australia, and sometimes in New Zealand. The December meeting is held in conjunction with the annual Conference. The ability to travel is essential.

- a) Organise Board Meetings and dinners
- b) Provide a quarterly Academy Office Activity Report
- c) Provide a quarterly Financial Report, in association with the Academy Treasurer
- d) Provide additional services to Board members as required
- e) Initiate, monitor, and support projects as required
- f) Organise Institutional Members Meetings, twice-yearly (June and December).
- g) Organise Heads of Schools of Management Network events, twice-yearly (June and December)..
- h) Prepare and distribute Agenda and associated papers for AGM, including drafting the President's Report.
- i) Attend all Meetings and take minutes.

#### *Elections*

- a) Notify all eligible ANZAM members of call for nomination, procedures and timeline for annual Board elections
- b) Receive and process nominations, e.g., for eligibility.
- c) Arrange electronic ballots where necessary
- d) Advise results to members

### **4. Financial**

- a) Monitor online payments and reconcile monthly
- b) Operate online payments system
- c) Process incoming payments

- d) Make domestic and international payments
- e) Bank incoming monies, if necessary
- f) Process payments, using credit card and payment gateway
- g) Maintain accounting software records and do bank reconciliations
- h) Prepare end-of-year financial reports
- i) Prepare trial balance for Auditor and organise annual audit
- j) Work with accountant/auditor/Treasurer to ensure statutory requirements of ANZAM Limited are met, including appointment/resignation of Directors
- k) Prepare Annual Budget
- l) Liaise with bank as required
- m) Manage ANZAM bank accounts
- n) Manage Interest Bearing Deposits
- o) Manage authorised signatories for ANZAM bank accounts, and act as cheque signatory and sole credit card authority
- p) Ensure insurance policies are current
- q) Prepare and lodge Business Activity Statements (BAS).

## **5. Information Management**

- a) Maintain files of correspondence, Agendas & papers, Minutes, financial records, etc.
- b) Disposal of old records, including computerised records, in accordance with Document Retention Policy.

## **6. ANZAM Conference**

**NB: In 2021, the ANZAM Conference will be a hybrid Conference.**

The Conference is held in early December each year. Attendance at the Conference by the Academy Manager is mandatory.

- a) Assist with co-ordination and promotion of ANZAM Conference, including regular communication with the Conference Chair and Professional Conference Organising company.
- b) Ensure currency of Conference Guidelines
- c) Coordinate the promotion and selection of various awards, including updating criteria and application forms, checking eligibility, liaising with Panel Chairs, etc
- d) Organise award presentation ceremonies, including notifying winners and ensuring their attendance, liaising with presenters/conference host/PCO as well as ordering personalised plaques and preparing certificates
- e) Organise Board meetings and dinner, Institutional Members' Forum and meeting, and activities, Fellows Dinner, etc., at Conference
- f) Assist where required with the organisation of HOSOM meetings
- g) Assist with organisation of Doctoral activities, as required, including promotion of event via website, email Updates, and social media, answering enquiries on workshop and membership, processing registrations and payments, and assisting with organisation of social activities

- h) Advise sponsors and Institutional Members of relevant Award winners
- i) Upload Conference papers to website.
- j) Attend all Meetings and take minutes.

## **7. Miscellaneous**

- a) Monitor relevance of Constitution and recommend changes to Board as required, for ratification at the next Annual General Meeting.
- b) Monitor relevance of policies in Policy Manual and recommend changes to Board as required.
- c) Monitor relevance of procedures in Procedures Manual and change as required.
- d) Manage sponsorship relationship with all Award sponsors, including soliciting and renegotiating sponsorship
- e) Arrange relief/casual staff, if necessary, and supervise their duties
- f) Arrange sale of advertising space on website if requested
- g) Maintain list of Heads of Schools of Management (HOSOM) list and assist where required with the organisation of HOSOM meetings
- h) Assist when required with organisation and promotion of events
- i) Ensure Special Interest Groups (SIG) meet reporting and financial requirements, and assist with promotion of events via website, email Updates, and social media
- j) Work with various Board members on creation and updating of Policy documents, as required
- k) Provide assistance with Regional activities where necessary.

***Updated: 9 March 2021***