

Secretariat outline

This document gives an outline of services available for secretariat support. You may, or may not, require all these services but this is to outline what is available to you. If there are other services you require not listed, please ask.

Answer Machine/Voicemail

A dedicated answer machine or voicemail facility may be made available. Monthly voicemail costs will be additional to phone charges.

Banking

Banking services can be provided, if there is a branch near to this office, i.e. in Cheltenham, Mentone, Mordialloc, Moorabbin or other nearby suburb. EFTPOS facilities are available in our office and a registered Paypal account too.

Binding

Binding can be provided – small quantities in-house, larger quantities outsourced.

Bookkeeping

Bookkeeping services can be provided in either QuickBooks or MYOB. If you require a different package to be used the cost of the software program and appropriate training course should be supplied. Statement Reconciliations and reports for BAS completed – must be signed off by an accountant, treasurer or appropriate personnel representing your organisation.

Confidentiality Agreement

If required a confidentiality agreement may be entered into for benefit of all parties involved.

Database design and data entry

A database can be designed and maintained for you in either MS Access or ACT! Excel can also be used. If another program is required, the cost of the software program and appropriate course (if required) should be supplied. Experienced in both FileMakerPro and Paradox although software currently not available in this office.

Email/Internet

We have 24 hour cable internet connection available to you for sending and receiving. There is no additional charge for this service, however if you do not have your own mailing list service this can be set up for you at a small cost.

Event Management

From developing flyers, liaising with presenters, booking venues, to taking bookings and registrations, processing payments, providing nametags and doing front desk support, your networking forums, educational sessions, seminars and conferences can be organised. If a large event it may be necessary to secure support of others on a casual ad-hoc basis at extra cost.

Fax

A fax machine is available for receiving and sending faxes. If required, a dedicated fax number can be connected at normal Telstra or Optus rates.

Filing

Filing space supplied inclusive in basic secretariat charge.

Laminating

Laminations, business card size, A4 and A3.

Minutes of Meetings

Minutes of meetings taken in or out of business hours as required, typed up, and distributed to board, committee and/or members as required.

Phone

A dedicated phone line and phone number can be made available to you at the cost of a line connection. The account can be set up in the name of your organisation with direct billing to your organisation.

Postal requirements

A post office box can be organised for you. Cost is usually around \$60.00 per annum for a small postbox. A business registration or association incorporation official document or similar will need to be sighted by the post office to set up the account. If you already have a postal address you want to use, redirection of mail can be arranged at \$33.00 per month by Australia Post.

Printing/Photocopying

If large amounts of printing are required this will be outsourced but small amounts of printing can be done in this office and charged as an expense, invoiced monthly. Colour printing of originals can be done in this office but multiple copies will need to be outsourced to a printing company.

Shredding

In-house shredding facilities are available, however if required to be sent out externally, there will be related charges.

Software

Available in this office currently:

- Full MS Office package (Word, Excel, PowerPoint, Access, Outlook, Publisher, FrontPage)
- ACT!
- Adobe Acrobat
- CD Burning for regular data backups
- Copernic Agent Basic
- Corel Draw

- Dream Weaver
- MYOB
- Norton Antivirus regularly updated for protection of your data
- QuickBooks
- WS_FTP
- Scanning facilities also available

We are willing to purchase other programs on your behalf as required and learn to use them. New software packages are generally learnt quickly and applied as required.

Stationery

Stationery will be ordered as required and charged as an expense on a monthly basis.

Storage

Storage can be arranged, whether onsite or offsite, depending on the need. Offsite will incur additional charges.

Travel Arrangements

Travel arrangements and accommodation can be arranged on behalf of the board or committee as needed.

Web

Website design, maintenance and registration. A website can be designed if required, or existing one maintained. Domain names registered, search engine submissions carried out and monitored. Additional email addresses for members of the board or committee as required and external access to website for changes if needed.

Rates and expenses

The current rate for secretariat work, fulltime is approximately \$48K per annum plus expenses (some organisations pay more). Break that down to monthly fulltime and that's \$4000 per month. Pro-rata is \$25.00 per hour, plus GST.

If under 10 hours per week the rate is \$28.00 per hour plus GST.

Postage, stationery, printing, telephone/fax, couriers and any other charges are additional. If the phone number is in the association name, the bill is addressed to the association for direct payment.

It is common practice to have a 3-month probationary period to see how things are going from both sides.

Invoices made up of an hourly charges plus expenses as outlined above, and are produced at the end of each month with payment due by 10th of the following month.