

SCHEDULE 1

DUTIES AND RESPONSIBILITIES

1. Administrative & operational support of event organization, project management, fundraising activities of Wushu, Dragon Dance, Lion Dance and Qigong activities
2. Work closely with members in disseminating information on local and international programmes
3. Minutes writing in Chinese and English
4. Produce external reports and press release in English & Chinese and all relevant correspondences reply
5. Involved in sub-committee work: Publication, Judging, Qigong, Liaison, Research & Foreign Affairs
6. Translation of information, writing concept papers, proposals and reports
7. Keep proper inventories & archives records
8. Public relation and reception work and administer membership issues.
9. Manage and maintain library resources
10. Prepare Budget, cheques and Statement of Income and Expenditure for classes and programmes
11. Improvement of current systems and operation procedures.
12. Receipt of payment for classes, membership fees, “Plucking the Green”, Dinner etc.
13. Distribution of “Plucking the Green” permit to members
14. Collection of outstanding accounts receivable
15. Contact Committee Members, coaches and judges for meetings and events
16. Assist all sub-committee send out notice of meeting
17. Send out notices of meetings for Exco/MC/ Sub-Committee meetings.
18. Sending out all signed cheques, receipts and accounts matters
19. Assist the Manager in his absence of financial statement submission and update information to the Registry of Societies, Charities portal (<http://www.charities.gov.sg>) and Institution of Public Character
20. Preparation of competition: flight ticket reservation, arms permit application (<http://www.spf.gov.sg/licence>)
21. Work closely with Singapore Sports Council High Performance and Relationship Manager in managing enquiries, compliance of governance requirement and meetings with other sporting partners, e.g. People’s Association.
22. Manage parents and athletes req
23. Any other task as assigned by the Management Committee, Secretary General or Manager