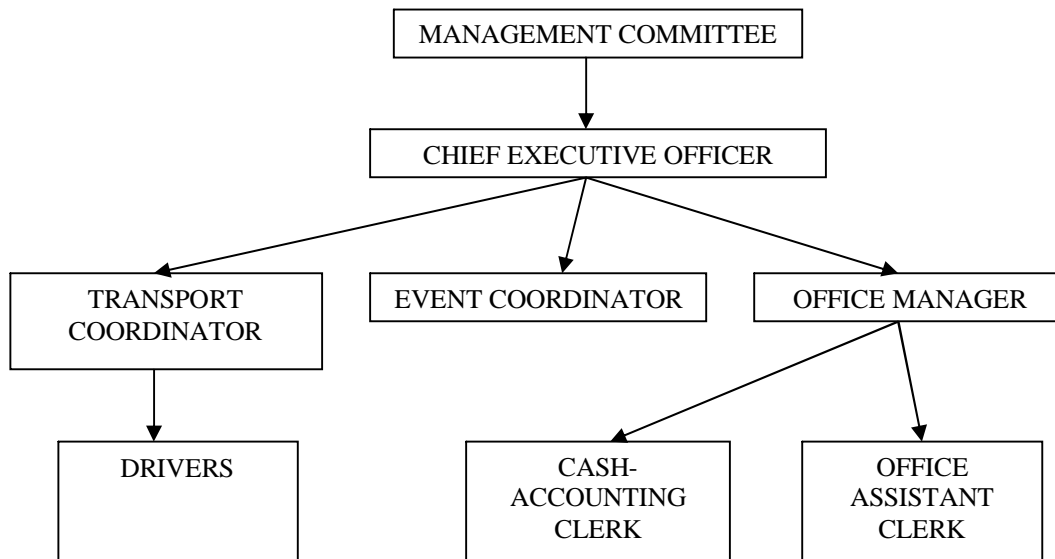


MANAGEMENT ROLES AND JOB DESCRIPTIONS

0



JOB DESCRIPTION

CHIEF EXECUTIVE OFFICER

On the advice of the Board the Chief Executive Officer directs and coordinates activities of TOTTS INC in accordance with established policies to further achievement of goals.

1. Directs research surveys, compilation, and analysis of factors, for example average income, benefits, standards, and common problems of the Association, for presentation to the Board including a monthly report complete with financial analysis i.e. Balance sheet /profit and loss statement. Confers with officers to ensure that membership roster is current and complete and that members receive equal treatment regarding services and information provided by the Board.
2. Directs or participates in preparation of educational and informative materials for presentation to membership or public in newsletters, magazines, news releases, or on radio or television.
3. Provides information and technical assistance to members, clients of members, or public, relating to business operations.
4. Represents TOTTS INC in negotiations with representatives of government, business, labour, and other organisations, and holds news conferences, delivers speeches, and appears before legislative bodies to

present TOTTS INC 's viewpoints and encourage acceptance of goals and objectives.

5. Seeks and accesses fund raising, sponsorship, and grant opportunities, including development of new business pursuant to the Business Plan
6. Oversees finances of the association, including preparation of long range forecast and monthly and annual budget reports.
7. Plans, develops, and implements new programs and ideas, and confers with committee leaders to evaluate services and recommend methods to promote and increase membership involvement.
8. Directs and coordinates association functions, for example conventions, events, exhibits, or local or regional workshops, to present membership with committee proposals on goals and objectives.
9. Prepares and updates procedural manual.
10. May also conduct investigations on members' professional ethics, competence, or conduct, or financial responsibility of members to enforce quasi-legal standards of membership.
11. May also visit members to maintain goodwill, to encourage greater participation in organization activities.
12. Will also supervise and support all those below on the organization chart.

JOB DESCRIPTION

OFFICE MANAGER

Coordinates activities of clerical personnel and office volunteers in the organisation according to TOTTS INC Policies.

- Analyses and organises office operations and procedures, for example typing, bookkeeping, preparation of payrolls, flow of correspondence , filing, requisition of supplies, and other clerical services.
- Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow.
 - Establishes uniform correspondence procedures and style practices.
 - Formulates procedures for systemic retention, protection, retrieval, transfer, and disposal of records.
 - Plans office layouts and initiates cost reduction programs.
 - Reviews clerical, personnel, office volunteer's records to ensure completeness, accuracy and timeliness.
 - Prepares activities reports for guidance of management, using computer.
 - Prepares employee ratings and conducts employee benefit and insurance programs, using computer.
 - Coordinates activities of other clerical workers in the association.
 - May also prepare organisational budget and monthly financial reports.

- May also hire, train and supervise clerical staff and volunteer workers.
- May also compile, store, and retrieve managerial data, using computer.
- Supervises volunteer workers and coordinates activities in specified project or work area within TOTTS INC to help strengthen and extend selected public or private programs and projects.
- Recruits, interviews, and classifies applicants for volunteer work and trains and supervises volunteers in specific assignments.
- Informs volunteers of policies, procedures, and standards of volunteer service, written reports and observes work activities of volunteers to evaluate work performance
- Confers with volunteers to resolve grievances and promote cooperation and interest.
- Participates in programs of public recognition for volunteer workers.

JOB DESCRIPTION

EVENT COORDINATOR

Event Coordinator generates ideas for events, promotes events, then plans, directs and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters in accordance with TOTTS INC Events Policy.

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of the project.
- Establishes work plan and staffing for each phase of the project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Confers with project personnel to provide technical advice and to resolve problems. May also coordinate project activities with activities of Government agencies.
- Prepares project reports for management, client, or others.

JOB DESCRIPTION

TRANSPORT COORDINATOR

Transport Coordinator formulates policies, programs, and procedures for transportation system, including schedules, rates, routes, assignment of drivers and vehicles and other terminal operations including maintenance and training of staff.

- Submits recommendations for development of, and compliance with transportation policies, procedures, and programs.
- Plans, directs and implements vehicle scheduling, allocation, dispatching, licensing, and communication functions in accordance with established TOTTS INC policies and objectives to effect economical utilization of vehicle facilities.
- Directs compilation and issuance of timetables.
- Conducts continuous analyses of vehicle and driver assignments and analyses scheduling for possible consolidation.
 - Reviews and revises driver schedules to ensure increased efficiency and to lower costs.
 - Conducts field surveys to evaluate operations and recommend changes.
 - Directs compilation and preparation of statical surveys to determine traffic trends.
 - Reviews and analyses reports, for example revenue and performance records, and seat occupancy patterns to secure information for recommend changes.
 - Analyses proposed schedules and rates, initiates preparation and distribution of proposed trip schedule changes, and submits analyses of data and rescheduling recommendations to administration.
- Directs operation and maintenance of communication systems, reviews procedures, provides guidance to resolve technical problems, analyses costs and recommends cost control measures.
 - Reviews cost statements to locate excessive expenses, and develop plans, policies, and budgets.
 - Selects and recommends personnel for staff positions and trains and assigns personnel for supervisory positions.

JOB DESCRIPTION

CASH-ACCOUNTING CLERK

Cash–Accounting Clerk receives all TOTTS INC funds from customers, members and employees, disburses funds, and records monetary transactions.

- Receives cash or cheques or completes credit-card charge transactions.
- Counts money to verify amounts and issues receipts for funds received.
- Issues change, cashes cheques.
- Compares totals on cash register with amount of currency in register to verify balances.

- Endorses cheques and lists and totals cash and cheques for bank deposit.
- Prepares bank deposit slips.
- Withdraws cash from bank accounts and keeps custody of cash fund.
- Disburses cash and write vouches and cheques in payment of TOTTS INC expenditures.
- Posts data and balances accounts.
- Compiles collection, disbursement, and bank-reconciliation reports.
- Operates office machines, for example typewriter, computer terminal, and adding, calculating, bookkeeping, and cheque-writing machines.
- Prepare payroll and pay wages direct into bank for employees.
- Issue itemised statement to members and issues membership cards on joining and update member data base and issue membership renewal notices.

JOB DESCRIPTION

OFFICE ASSISTANT CLERK

Office Assistant Clerk performs routine combination of following and similar clerical duties requiring limited knowledge of systems and procedures.

- Writes, types, or enters information into computer, using keyboard, to prepare correspondence, bills, statements, receipts, cheques, or other documents, copying information from one record to another.
- Proofreads records or forms.
- Counts, weigh, or measures material.
- Sorts and files records.
- Address envelopes or packages by hand or with typewriter or addressograph machine.
- Stuffs envelopes by hand or with envelop stuffing machine.
- Answers telephone, conveys messages, and run errands.
- Stamps or numbers forms by hand or machine.
- Photocopies documents, using photocopier
- Receptionist,
- Personnel interaction
- Competent to use photocopier, printer, fax, computer, laminator, telephone.

JOB DESCRIPTIONS

VEHICLE & BUS DRIVERS

- Drives bus and vehicles to transport passengers over routes to local or distant points according to a time schedule.

- Assists passengers with baggage and collect tickets or cash fares.
- Regulates heating, lighting, and ventilating systems for passenger comfort.
- Complies with local traffic regulations.
- Reports delays or accidents by supplied mobile telephone.
- Records cash receipts and ticket fares and hands to cash-accounting clerk.
- May also make repairs and change tyres.
- Inspect fuel, oil, and water before departure.
- Complies with TOTTS INC vehicle driver's Policy.
- Completes vehicle log book.
- Picks up mobile telephone before departure from office and returns at completion of service.
- Assist members to board and exit vehicles