

Knowledge Commercialisation Australasia

Secretariat Services

Terms of Reference - **UPDATED 3May2024**

[Knowledge Commercialisation Australasia](#) (KCA) is the non-profit, peak body, fostering best practice in industry engagement, technology transfer and entrepreneurship for research organisations.

KCA primarily operates as an elected volunteer board and network of professionals, providing influential advocacy, accredited training, sector awards, sector surveys, information, and networking events to support its members and technology transfer professionals in Australia and New Zealand.

Scope

KCA is seeking the services of a motivated and proactive administration support organisation or secretariat, to assist the association in administering and running its day-to-day operations, working closely with the KCA Executive.

Location: Remote

Administrative Services:

- Proactive secretariat support;
- Website management (events and news), emails and support;
- Membership - manage and maintain renewals and database;
- Supporting events (network and special interest group), meetings and training, including venue arrangements, marketing and event support;
- General office administration, communication, business systems and support;
- Coordinate meetings, forums, communication, newsletters, surveys and online marketing;
- Governance support, preparation of documents and information; and
- Bookkeeping support, including Monthly Reconciliations and Reports.

Estimated workload, 2-3 days per week, which will fluctuate depending on activities. Timely responses will be an important part of the service.

Desirable:

- Company or secretariat officer with a track record of providing secretariat administrative support for organisations or associations.
- Preferably have some experience and understanding of the [Membes](#) membership system or similar.
- Ability to also provide marketing communications support.

Deadline for submissions and further information

For further information contact either Quin Chang chair@techtransfer.org.au or Amanda McAlpine membership@techtransfer.org.au

Proposals must be received by COB on **16 June 2024**.