



Fire and Rescue NSW Firefighter Championships Association Inc
Fostering * Training * Championships * Education * Displays

Firefighter Championships Association Inc

Expression of interest - Executive Officer 2026

The Firefighter Championships Association is seeking expressions of interest from a suitably skilled person to undertake the role of the Executive Officer of the Association from 1/9/26

Executive Officer / Secretary. (Appointed Position) (A member of the Executive of the Association)

- Undertake role of communication portal between FCA and FRNSW.
- Participate in all meetings between FRNSW and FCA.
- Be the conduit between the FCA and FRNSW in relation to logistical arrangements for Regional and State Championships.
- Work closely with the Championships Event coordinator on all aspects of Championships.
- Arrange accommodation and venues for all meetings of FCA Management Committee, AGM, and FCA Track Officials at Regional and State Championships.
- Undertake the Public Officer Position and report to DFT NSW.

Position Duties

- Work in conjunction with the Committee, members of the Executive and the Management Committee, to ensure the Association satisfactorily accomplishes its role of organising and conducting Fire Championships, to raise funds, to acquire equipment and to carry out any other activity necessary for such purpose.
- Prepare all necessary papers for meetings of the Management Committee of the Association, give notice thereof, receive and attend to all correspondence, shall keep proper and complete minutes of each meeting, keep a register of members of the Association, in conjunction with the Executive shall keep a record of the property of the Association.
- Forward to each Committee Members, a copy of minutes of meetings of the Management Committee and the Association.
- Give each Member and Associate Member, at least one month's notice of any general or special meeting. Such notice shall indicate the place, date and time of the meeting and any motion to be put to the meeting of which they have received notice.
- Assist the Treasurer in the preparation in the Budget of the Association.
- Assist the Treasurer in receipt, reporting and distribution of Funds received from Sponsors.
- Liaise with selected Host Brigades in the conduct of Championships in conformity with Guidelines set down by the Association.



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- Attend, if convenient, Regional Championships as a representative of the Association in conjunction with the Sub-Committee appointed.
- In consultation with Manager Trophies and Presentations, Director of Championships & Host Brigade, coordinate preparation of the Official Programme for State Championships.
- In conjunction with the Executive shall amend, as and when necessary, the Rules Governing Events for Championships, and circulate to all member Brigades.
- Circulate amended track and equipment plans to all Member Brigades.
- Liaise with the Director of Championships and Events Coordinator for FRNSW in all business arising on championships future and organisation.
- Ensure there is appropriate Insurance cover for Association members and Officials.
- Take such initiatives to benefit the Association.
- Undertake the Public Officer for Incorporation returns and submissions to Department of Fair Trading NSW.
- Perform such tasks as may be allocated by the Executive of the Association and Management Committee.

Remuneration

The successfully person will receive an annual honorarium of \$10,000.

Expression of Interest should include

- Resume.
- Detailed experience in clerical / management of similar description.
- Detailed association with the Firefighter Championships.
- Detailed benefits they bring to a dedicated Association.
- Agreeance to take on the Public Officer position.
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EOIs should be emailed to the Executive Officer nswfcasec@gmail.com by close of business 1600 on 30th June 2026. Include all supporting documentation as a pdf.