





<b>Committee roles and responsibilities</b>		Approval Date:	01/06/2017
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<b>Chair</b>	Sign: 	Name - Allison Burnett	
<b>Secretary</b>	Sign: 	Name - Deborah Hammond	
<b>Vice Chair</b>	Sign: 	Name - Colleen Gemmill	
<b>Treasurer</b>	Sign: 	Name - Deborah Hammond	

### What is It?

All Management Committees have an important role to play in any organisation.

As a member of a Management Committee, all committee members share the following responsibilities;

1. Planning – establishing and reviewing strategic and operational plans.
2. Policy and decision making – establishing policies/procedures and record decisions and actions on matters concerning the organisation.
3. Management – making sure everyone does their job, that the organisation is properly administered and the Committee is actively involved in the activities of the association.
4. Legal – ensuring the organisation is incorporated, keeps proper records, and complies with any relevant legislation and the organisation’s Rules of Association
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled
6. Evaluation – monitoring all activities by the organisation with feedback contributing to the continuous improvement in governance and service delivery.

### As a member of the Management Committee, you should:

- act honestly and in good faith
- ensure the organisation carries out activities in accordance with its intended purpose
- act in the best interests of the organisation
- exercise powers for their proper use
- respect privacy and confidentiality of information obtained in the course of the operation of the organisation
- disclose potential conflicts as they arise and remove yourself from that particular discussion or decisions.
- adhere to the organizations *Codes of Conduct*.

Each member of the Management Committee will have specific tasks identified for them.

## **The main roles of Executive Management Committee members include:**

### **Chairperson**

- ensure the association is complying with all areas of governance
- acts as a spokesperson for the organisation
- ensure the Management Committee provides leadership for the organisation, including fulfilling accountability requirements, e.g. service agreements, funding requirements, etc
- stay in touch with other Management Committee members
- is familiar with the rules of association, key aspects of service delivery, strategic and operational plans of the organisation
- monitors and reviews organisational progress
- maintains an effective working relationship with the volunteers of the organisations
- represents the organisation at significant community events
- maintains an effective relationship with the community
- chairs Management Committee meetings and acts the final decision maker when voting is tied
- ensures meetings of the Management Committee are held and develops the Management Committee meeting agenda with the Associations Secretary
- prepares and presents a monthly report and an AGM report for the Management Committee
- work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- work with the Executive to manage the Club including recruitment, retention, and performance reviews, etc.
- assist in the development of partnerships with the treasurer and secretary for sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.
- oversees the daily operations of the organisation and makes decisions that enable the Club to run smoothly and efficiently.

### **Vice Chairperson**

- The Vice Chair is responsible for assisting the Chairperson to fulfil their responsibilities
- Chairing meetings at short notice in the absence of the Chairperson.
- Work with the Chairperson to help them understand concerns and alternative points of view within the club
- Assist with any other aspect of the association as required
- Represent the organisation at significant community events.

## Secretary

- assists the Chair to ensure the association is complying with all areas of governance
- acts as communications officer of the association
- prepares and distributes to all Committee members, copies of agenda, reports and minutes of all Committee meetings
- maintains on behalf of the association an up to date copy of the rules required under the act.
- knows the rules of association and applies correct meeting procedures
- ensures any changes required to the rules are done so in accordance to those rules
- consults with the Chairperson to prepare and collate a monthly agenda and distribute same to committee
- Prepares the notices required for meetings and for the business to be conducted at each committee meeting and general meeting.
- maintains all correspondence inwards and outwards for the association and presents at each committee meeting (the secretary should be cc'd into all appropriate correspondence).
- takes notes of key issues, discussion points and decisions, prepares accurate minutes and distributes to Management Committee members on a timely basis
- maintains a Members' Register
- Manages and maintains all Mail at the PO Box
- Responsible for the secure location of the associations Common seal (If required to be used.)
- maintains a file of all signed, original copies of *Minutes of Meeting* (Minute Book)
- keeps appropriate records in a safe place
- writes any letters or correspondence as directed by the Management Committee
- maintains conflict of interest register
- maintains complaints register
- carrying out any other duty given to the secretary under the rules of association or by the other executive committee.

## Treasurer

- is responsible for handling all the finances of the association
- ensures true and accurate financial records are maintained
- ensures receipts are written for all money received and that monies are banked promptly
- ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- ensures all accounts are checked, authorised and paid prior to their due date
- ensures all payments are signed in accordance with associations approved signatories
- keeps Management Committee regularly informed (monthly) of the organisation's financial position
- ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- ensures that the financial records are ready for the annual audit and prepare draft financial statement for audit
- Prepares and presents the association's annual budget for approval before any AGM.
- prepares and presents Treasurers' Report, Auditors' Report and audited financial statements to Annual General Meeting
- Maintains the associations asset register
- carrying out any other duty given to the treasurer under the rules of association or by the committee.

## **General Committee members**

- Support Executive Committee members by participating actively and constructively in Committee meetings
- Participate in discussions and decisions of the Management Committee
- Support all decisions outside the Committee meetings
- Volunteer to support organisational activities as time allows
- Keep in touch with the staff, other Committee members and community
- Contribute to strategic/operational planning processes and monitor performance
- Ensure any tasks assigned are completed within designated timeframes
- Take part in induction and training sessions as required
- Represent the organisation at significant community events.