

## Role Description - President

The role of the President is to provide the principle leadership and responsibility for the Association and the Committee.

### **Desirable Attributes:**

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Association
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Association in representing the Committee in other forums
- be a competent public speaker

### **Specific duties include but are not limited to:**

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Association in legal and financial purposes
- Regularly focus the Committee's attention on matters of governance
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- 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 Association.
- Serve as a spokesperson for the Association when required
- Communicate regularly and systematically with the Presidents of the member Clubs

## Role Description - **Secretary**

### **Desirable Attributes:**

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

### **Specific duties include but are not limited to:**

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of Association's records
- Keep minutes of all Committee meetings and general meetings
- Record the names of members of the Committee present at a committee meeting or a general meeting
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Help and lead the Committee in providing systematic communication from the Committee to Clubs and other relevant stakeholders
- Is sufficiently familiar with current Association documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Ensure that the records of the Association are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Association and Committee. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Association meetings as specified in the rules and bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others

## Role Description – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Association to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Association's financial status to both the Committee and the Association members.

### **Desirable Attributes:**

- Good Organisational Skills
- Has relevant business finance and accounting expertise
- Ability to maintain accurate records
- Dedicated Association Person
- Honest/Trustworthy
- Good computer skills
- Good communication skills

### **Specific duties include but are not limited to:**

- Ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made
- Ensure that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association
- Submit periodic business activity statements (BAS)
- Provide advice to the Committee in their management of the Association finances
- Administer all financial affairs of the Association
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment by member Clubs
- Keep accurate record of all membership payments
- Be a signatory on Association account

## Role Description – Ordinary Committee Member

The role of the Ordinary Committee Member is to provide support to the President, Secretary and other Committee members, ensuring the efficient operation of the Association.

### **Desirable Attributes:**

- Sound communication skills
- Positive and enthusiastic approach
- Strong networking skills & the ability to establish & develop key relationships
- Well organised and ability to work independently
- Innovative, creative and can identify potential sources of funding
- Good expertise and experience in dealing with committees and key stakeholders

### **Specific duties include but are not limited to:**

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or Management Committee.
- Attend monthly committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. E.g. (Competition, Marketing, Sponsorship, etc.)
- Provide a written report to the Management Committee as required.