Management committee positions roles and responsibilities

PRESIDENT
The president is responsible for the leadership, direction and coordination of the activities of the Association.

The president is required to
- a) preside at all general and Management Committee meetings.
- b) act as a signatory for the Association in all legal and financial purposes
- c) serve as official spokesperson when required
- d) work with the Management Committee to ensure the necessary skills are represented on the Management Committee and that a succession plan is in place to help find new Committee members when required
- e) oversee development of relevant policies, strategic and business plans in order to achieve the goals of the Association.
- f) ensure that a member from the Management Committee is duly represented as chairperson on all designated specialist subcommittees formed within the Association.
- g) prepare an AGM agenda in consultation with other Management Committee office bearers

VICE PRESIDENT
The Vice President is responsible for the coordination of the activities of the Association.

The vice president is required to
- a) preside at general or executive meetings and act as the president, in the absence of the president or when the president is unable to act in that role.
- b) act as official spokesperson in conjunction with the president.
- c) be an alternate signatory for the Association for legal purposes and financial purpose
- d) assist the president in deciding which matters are dealt with by the office bearers, the Management Committee or delegated to subcommittees
- e) assist the president with strategies and plans for the Association.
7.3. SECRETARY
The secretary is responsible for effective maintenance and management of records of the Association and to assist the president to perform Association duties.

The secretary is required to

a) ensure that the records of the Association are maintained as directed by law and made available when required by authorised persons
b) maintain the register of members in accordance with the Model Rules of incorporation [1]
c) give proper notification of meetings. Develop and distribute an agenda prior to meetings, in consultation with Committee members
d) manage written Minutes of Management Committee meetings and distribute to members in a timely manner in addition to providing summaries via the website.
e) assist with development of aims and relevant business and strategic plans in order to achieve the goals of the Association
f) Manage general incoming and outgoing correspondence and ensure that accurate and sufficient documentation exists to meet legal requirements.
g) ensure written handover of all relevant information to the incoming secretary
h) notify the Registrar of his/her appointment within 14 days, as required by the Act
7.4. TREASURER
The treasurer is responsible for all incoming and outgoing finances of the Association.

**The treasurer is required to**

a) prepare an annual budget, in consultation with the President and Finance Subcommittee, projecting income and expenditure for the financial year of the Association.

b) maintain an accurate record of all receipts and expenditure of the Association in appropriate file format and maintain supplies of stationery.

c) receive all monies, including membership subscriptions paid to the Association and issue receipts in the name of the Association. Pay all monies received into the Association’s account within 5 working days of receipt.

d) notify secretary and Membership Subcommittee of new memberships.

e) pay all accounts presented by the Association in a timely manner. Authorisation of payment of amounts greater than $250 must be given by the Management Committee.

f) Ensure that all invoices and cheques are approved by 2 signatories from the office bearers of the Management Committee which include the president, vice president, secretary and treasurer.

g) prepare and present a written financial statement for each Management Committee Meeting.


i) present the Accounts of the Association to be audited as required by the Act upon reaching tiers two or three. (Income above $250,000)

j) lodge financial statements with Consumer Affairs Victoria, within one month after the AGM in conjunction with the appropriate signed declarations.

k) maintain files of members and non members for five years.

l) ensure written handover to the incoming treasurer.