

# Role of committee members

The duties of each of the committee member is usually stated in the association's constitution. The positions required and role of each may vary between associations.

## President/Chairperson and Vice-Chairperson

The President/Chairperson should be kept well informed about the associations activities, be aware of the future directions and plans of the association and have a good working knowledge of the constitution, legislation and the duties of all office holder and subcommittees.

The President/Chairperson will represent the association at local, regional and national levels, be a supportive leader for all members, act as a facilitator for the association's activities and ensure that planning and budgeting is carried out in accordance with the wishes of the members.

The President/Chairperson is required to preside at all general meetings and committee meetings.

If the President/Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting. If the President/Chairperson and the Vice-Chairperson are both absent, the presiding member for that meeting must be a member elected by the other members present if it is a general meeting; or a committee member elected by the other committee members present if it is a committee meeting.

When chairing a meeting, the President/Chairperson should direct overall business and behaviour, control the timing and order of speakers, keep discussions on track and frequently summarise discussions.

The Vice Chairperson/Vice President should have the attributes as the President and be able to fill in for them when required.

## Secretary

The attributes of an effective secretary include being able to communicate effectively, maintain confidentiality on relevant matters, manage and supervise others, organise and delegate tasks and have a good working knowledge of the constitution, rules and duties of the office holders and subcommittees.

The Secretary must:

- (a) coordinate the correspondence of the association;
- (b) ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act;
- (c) maintain the register of members in accordance with section 34 of the Act;
- (d) unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the association, other than those required to be in the custody of the Treasurer.

## Treasurer

The attributes of an effective treasurer include being well organised, able to keep good records, able to work in a logical manner and be aware of what information is required to be kept for the annual audit.

The usual duties of a treasurer include:

- (1) Monitoring the cash flow
- (2) Preparation of budget
- (3) Liaise with bookkeeper
- (4) Responsible for all receipts and ensuring all funds are paid into the associations bank
- (5) Responsible for making payments under the authority of the committee; and
- (6) Ensuring accounting records are correctly recorded and that they provide a true and fair view of the accounts and can be audited.

## Public Officer

The role of the public officer is as the contact for the Northern Territory Government and the public when communicating with the association. The public officer is also the registered person for the service of any documentation (legal or otherwise). The constitution determines if the person holding this position can also hold another position on the committee at the same time.

The public officer is responsible for

- ensuring the association's obligations have been met
- amendments to the constitution are lodged within the prescribed timeframes
- audited financial statement of account are lodged within the prescribed timeframes
- keep a current copy of the current constitution
- make it available to members should they wish to see it
- assist with the maintenance of the members register
- be familiar with the Act and the Regulations.

## Committee Members

Ordinary committee members are an important part of the management committee. In order to fulfil their role effectively ordinary committee members should attend all meetings, be interested and involved and participate fully.

They should listen to others, clarify points and consider ideas carefully. They must act in the best interests of the Association, comply with the constitution and the Act. They may be called upon to fill casual vacancies that may arise or perform specific tasks.