

# Responsibilities of Committee Roles

Within our association the 5 executive committee roles and their responsibilities are:

## **President and Vice-President**

- a) The President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- b) Shall perform any other duty or function imposed on the President or Vice President by the Associations Rules or assigned by committee.

## **Secretary** The Secretary must:

- a. Perform any duty or function required under the Associations Incorporations Reform Act 2012 (the Act) to be performed by the secretary of an incorporated association such as lodging documents of the association with the Registrar;
- b. Maintain minutes of all meetings;
- c. Maintain the register of members and manage the membership application and renewal processes;
- d. Keep custody of, except for the financial records, all books, documents and securities of the Association
- e. Provide members with access to the register of members, the minutes of general meetings and other books and documents;
- a. Facilitate membership and committee communication
- f. Perform any other duty or function imposed on the Secretary by the Associations Rules or assigned by committee.
- g. As specified in the Incorporation Act and our rules only the secretary may hold multiple executive committee roles.

## **Treasurer** The Treasurer must:

- a. Receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
- b. Ensure that all moneys received are paid into the bank account of the Association within 5 working days after receipt;
- c. Report membership payments to the secretary within 5 days of their receipt.
- d. Make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds;
- e. Ensure cheques are signed by at least 2 committee members; also, that all electronic payments are authorised by at least 2 committee members;
- f. Ensure that the financial records and activities of the Association are kept and performed in accordance with the Act;
- g. Coordinate the preparation of the annual budget and financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- h. Perform any other duty or function imposed on the Treasurer by the Associations Rules or assigned by committee.

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**Club Permit Officer** The Club Permit Officer must:

- a. Manage the associations Club Permit agreement with VicRoads;
- b. Ensure that requirements of the Club Permit agreement are complied with;
- c. Maintain all Club Permit records as required under the Club Permit agreement
- d. Ensure that at least one other committee member has access to the associations Club Permit records.
- e. Perform any other duty or function imposed on the Club Permit Officer by the Associations Rules, by VicRoads or assigned by committee.

**Additional Tasks** The following tasks may be assigned by committee to any association member but **they do not** confer a committee role or the right to vote at committee meetings.

**Newsletter Editor:**

- I. Responsible for the Production and distribution of the Newsletter in accordance with the directions of committee.
- II. Minimum newsletter content is minutes of all general and committee meetings and the latest event schedule. The newsletter may also include technical articles, ride reports and such like.
- III. Perform any other duty or function assigned by committee.

**Webmaster:**

- I. Responsible for the management of the Web Site in accordance with the directions of committee.
- II. Perform any other duty or function assigned by committee