

## Roles and Responsibilities of the Committee

The management committee as a whole has important legal responsibilities to the organisation but individual management committee members will also have specific responsibilities. The Committee has the ultimate power and carries most of the legal responsibility for the organisation's actions, but the Coordinator's power is more immediate, involving day to day influence.

It is important that both the Committee and the Coordinator are fully aware of where their roles begin and end. A close and trusting partnership between the Committee and the Coordinator is also essential for good governance.

## Board responsibilities

The Committee is responsible for:

- Setting long term goals
- Having the final say when determining yearly objectives
- Ensuring the mission of the organisation is adhered to
- Finalising budgets or additions to the budget
- Approving changes or additions to the budget
- Overseeing the organisation's finances
- Evaluating programs, services and products
- Evaluating committee members and their performance
- Appoint auditors and approve the audit of financial records
- Managing subcommittees/working groups
- Maintaining and build the organisation's public profile
- Compliance with all regulatory requirements (e.g. annual general meetings, annual returns, auditing)

## Joint responsibilities

The Committee and the Coordinator are jointly responsible for:

- Discussing ideas and forming long-term goals
- Planning organisational strategies
- Designing programs to achieve the organisation's mission (purpose)
- Proposing fundraising ideas
- Ensuring risk management programs are implemented
- Ensuring achievements are recognised and documented
- Promoting the organisation

<https://www.ourcommunity.com.au/files/DamnGoodAdviceBoardMembers.pdf>

## Legal responsibilities

- Duty to act in good faith and with care and diligence
- Duty to act in the best interests of the organisation as a whole
- Duty not to misuse information or misuse your position
- Duty not to abuse a corporate opportunity
- Duty to avoid/disclose any relevant potential conflict of interest
- Duty to maintain confidentiality
- Duty to observe the Constitution
- Duty to avoid negligence, fraud and other wrongs

Legal responsibilities for Committees is available from:

[https://www.nfplaw.org.au/sites/default/files/media/Duties\\_Guide\\_CTH\\_2.pdf](https://www.nfplaw.org.au/sites/default/files/media/Duties_Guide_CTH_2.pdf)

## President

The president of a not-for-profit organisation has overall responsibility for all aspects of the incorporation's business. The Vice President is responsible for assisting the President with their duties and filling in as for the President in their absence.

The President is responsible for:

### **Governance**

- Provide leadership for the organisation;
- Represent the organisation at all levels of the community including external meetings and events;
- Ensure in partnership with the committee, that the organisations purpose (mission) of the organisation is being followed;
- Ensure the organisation adheres to its Constitution and rules (policies & procedures are relevant and up to date);
- Sign documents on behalf of the organisation;
- Act as the link between staff and the committee;
- Resolve disputes and grievances;
- Evaluate performance of programs, events and staff; and
- Ensure all relevant information is made available to committee members.

### **Planning**

- Produce in partnership with the committee a strategic plan for the organisation;
- Initiate projects;
- Oversee activities and projects; and
- Ensure monitoring and evaluation plans are established.

### **Meetings**

- Chair all meetings (committee, AGM, general, special);
- Ensure regular committee meetings are organised;
- Prepare an agenda for the meeting in consultation with the Secretary ensuring sufficient information is available to all committee members;
- Determine a quorum is present in order to commence a meeting;
- Ensure all members have the opportunity to speak;
- Maintain a neutral position during discussion and decision making including forming decisions or motions and asking the meeting to vote on them;
- Keep discussion and decision making relevant and on time;
- Deliver the casting vote in the event of an equal vote (depending on the Constitution);
- Suggest appropriate procedures to deal with any difficulties in getting through agenda items if necessary; and
- Sign minutes of the previous meeting after they have been confirmed as a true record.

### **Financial Management**

- Oversee the organisation's budget and finances;
- Oversee fundraising operations and act as the primary spokesperson for the organisation, securing sponsorships and attending fundraising functions.

### **Personal Attributes**

- Have the right motivations – clear focus on promoting and furthering the mission of the organisation
- Commitment and Engagement – devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks
- Strong leadership skills with the ability to inspire people to action through influence.

### **Related Jobs**

CEO, Manager, Team Leader, Executive Officer

## Secretary

The secretary is legally responsible for maintaining the non-financial records of the organisation as detailed in the Act. If the secretary does not carry out these responsibilities under the Act, they may be committing an offence.

The Secretary is responsible for:

### **Governance**

- Ensure all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so;
- Work with the committee to ensure all correspondence that relates to the committee is dealt with in a timely manner; and
- Know the rules of the organisation and take responsibility for all the legal requirements of incorporation, including lodging the organisation's financial statements.

### **Planning**

- Assist the committee develop and implement a strategic plan for the organisation.

### **Meetings**

- Arrange and attend all meetings;
- Assist the President to prepare the agenda;
- Ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed;
- Ensure the minutes of the meeting are taken or delegated to a minute taker; and
- Work with the President to ensure the meeting runs smoothly.

### **Administration Management**

- Ensure all letters are corresponded to and all documents are properly filed;
- Maintain custody of all books, documents, records and registers of the organisation;
- Maintain the register of members, management committee members and insurance policies.

### **Personal Attributes**

- Sound organisational skills;
- Good communication skills, with the ability to communicate with committee members, and employees;
- Commitment and Engagement – devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks; and
- Well-developed interpersonal skills.

### **Related Jobs**

- Administration Officer, Executive/Personal Assistant, Liaison Officer, Supervisor, Business Analyst.

## Treasurer

All member of the management committee are responsible for managing the finances of the association but the treasurer is expected to provide regular financial reports to the committee and ensure that the financial records are accurate.

The Treasurer is responsible for:

### **Governance**

- Ensure the committee understands its financial obligations;
- Protect the organisation against fraud and theft, ensuring safe custody of money, and prompt banking;
- Ensure the organisation complies with tax regulations, such as GST and payroll tax;
- Keep controls on income and expenditure; and
- Keep committee members informed of the financial position of the organisation.

### **Planning**

- Assist the committee to develop and implement a strategic plan for the organisation;
- Develop budgets for current and new projects; and
- Advise the committee on financial strategy – outlining current financial situation, tax implications, and potential risks or opportunities.

### **Meetings**

- Prepare and present financial statements at all meetings; and
- Address an agenda items relating to finance.

### **Financial Administration**

- Monitor all the financial processes, including income and expenditure of the organisation;
- Ensure all bank accounts and signatories are correct and update the bank account register as necessary;
- Check details of credit card or spending authorisations and organise the return of outstanding cheque books or cards;
- Sign time sheets, produce pay slips and pay paid employees in a timely manner via an accounting system;
- Review all internal processes and reporting methods at least annually;
- Make payments and bank deposits;
- Manage the budget;
- Represent the organisation on funding applications; and
- Maintain custody of all securities, books and documents of a financial nature.

### **Personal Attributes**

- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the organisation
- Good communication skills, with the ability to communicate with committee members, and employees;
- Well-developed interpersonal skills.

### **Related Jobs**

- Administration Officer, Accounting Assistant, Bookkeeper, Payroll Officer, Systems Analyst.

## The Public Officer

The Public Officer may be an ordinary member of the organisation or a person outside the organisation. The Public Officer does not have to be a member of the committee and as such will not be able to participate in committee decision-making processes. However under the legislation they may be held responsible for committee decisions.

The Public Officer is responsible for:

- Acting as the official contact for the organisation, including taking delivery of documents served on the organisation and bring them to the attention of the committee as soon as possible.