

Management Committee – Roles and Responsibilities

What is It?

All Management Committees have an important role to play in any organisation.

As a member of a Management Committee, you share the following responsibilities with all Committee members:

1. Planning – establishing and reviewing strategic and operational plans.
2. Policy and decision making – establishing policies/procedures and record decisions and actions on matters concerning the organisation.
3. Management – making sure everyone does their job, that the organisation is properly administered, and that the Committee is actively involved in the activities of the group.
4. Legal – ensuring the organisation is incorporated, keeps proper records, and complies with any relevant legislation and the organisation's constitution
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled
6. Evaluation – monitoring all activities by the organisation with feedback contributing to the continuous improvement in governance and service delivery.

As a member of the Management Committee, you should:

- act honestly and in good faith
- ensure the organisation carries out activities in accordance with its intended purpose
- act in the best interests of the organisation
- exercise powers for their proper use
- respect privacy and confidentiality of information obtained in the course of the operation of the organisation
- disclose potential conflicts as they arise and remove yourself from that particular discussion or decisions.
- adhere to the organisation's *Code of Conduct*.

Each member of the Management Committee will have specific tasks identified for them. The main roles of Executive Management Committee members include:

President/Chairperson

- acts as a spokesperson for the organisation
- ensures the Management Committee provides leadership for the organisation, including fulfilling accountability requirements, e.g. service agreements, funding requirements, etc
- stays in touch with other Management Committee members
- is familiar with the constitution, key aspects of service delivery, strategic and operational plans of the organisation

- monitors and reviews organisational progress
- represents the organisation at significant community events
- chairs Management Committee meetings and acts the final decision maker when voting is tied
- ensures meetings of the Management Committee are held and develops the Management Committee meeting agenda with the Manager Secretary
- prepares and presents monthly reports and an annual report for the Management Committee.

Secretary

- Call meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association.
- Keep minutes of each meeting. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.
- Keep copies of all correspondence and other documents relating to the association.
- Maintain the register of members of the association.(May be delegated to the Membership Officer).
- Write any letters or correspondence as directed by the Management Committee.

Treasurer

- is responsible for handling the finances of the organisation
- ensures true and accurate financial records
- ensures receipts are written for all money received and that monies are banked promptly
- ensures all accounts are checked, authorised and paid prior to their due date
- ensures all cheques are signed in accordance with organisational approved authorities
- keeps Management Committee regularly informed (monthly) of the organisation's financial position
- ensures that the financial records are ready for the annual audit and prepare draft financial statement for audit
- prepares and presents Treasurers' Report, Auditors' Report and audited financial statements to Annual General Meeting.

Committee members

- support Executive Committee members by participating actively and constructively in Committee meetings
- participate in discussions and decisions of the Management Committee
- support all decisions outside the Committee meetings
- volunteer to support organisational activities as time allows
- keep in touch with other Committee members
- contribute to strategic/operational planning processes and monitor performance
- ensure any tasks assigned are completed within designated timeframes
- take part in induction and training sessions as required
- represent the organisation at significant community events.

Vice President

- stays in touch with other Management Committee members
- is familiar with the constitution, key aspects of service delivery, strategic and operational plans of the organisation
- represents the organisation at significant community events in the absence of the President
- chairs Management Committee meetings when the President is not available

Outings Officer

- maintains an up-to-date calendar of walks and makes it available for members and prospective members at Club Meetings and on the Club website
- reports to the Management Committee on the contents of the calendar of walks (monthly)
- oversees the reporting on past and future walks at Club Meetings
- holds regular Walks Planning events for leaders and prospective leaders to add walks to the calendar

Safety and Training Officer

- organizes regular First Aid training sessions for members to gain or update qualifications
- provides information to members on upcoming training events

Social Secretary

- organizes the annual Club Christmas Party weekend
- organizes monthly or bi-monthly coffee or dinner evenings

Membership Officer

On enquiry

Hand or mail out Information Sheet
 Current Calendar
 Newsletter
 Application Form

When a member has been accepted

Hand or mail out Receipt if not already given
 An updated calendar if necessary
 Membership Card

Maintains a Membership Register of all present and past members (as delegated by the Secretary)

At Committee meetings

Report on number of enquiries
Report on number of members
Present applications for membership
Committee votes if applicants accepted
New number of members

At General meetings

Greet newcomers as they arrive and hand out any information as necessary
Report on number of enquiries
Report on number of members

Editor

Produce Newsletter monthly except for January.
Gather and print the contents
 Writeups of Walks and Socials as submitted by members
 Club Committee News
 New Members list
 Special Articles etc

Upload Newsletter to Club website

Print and post Newsletters to members who have paid for them.
Print about 15 Newsletters to take to Club meetings.

Other Duties

Maintain and update Club website.
Check Club emails and reply to or forward emails
Do any necessary printing of Calendar or other material.
Look after the Club laptop, projector, screen, printer and banner.

Equipment Officer (non-voting)

- stores and cares for any bushwalking equipment bought by the Club or donated/presented to the Club
- keeps a register of any bushwalking equipment held and provide the Secretary with a copy of this register

- reports to the Committee if any equipment requires repairs or replacement
- advises the Committee if any equipment is required
- allows members and visitors to hire equipment at a rate set by the Committee and any such monies collected to be handed to the Treasurer
- keeps a list of which equipment is hired out and by whom
- gives a yearly report for the AGM