



Stormwater Queensland Secretariat  
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## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that Stormwater Queensland will hold its Annual General Meeting for all members at Pullman Brisbane King George Square (Kennedy Room), Ann & Roma Streets, Brisbane at 12.30pm on Thursday, 12 October 2017.

The agenda for the Annual General Meeting, together with the minutes of the previous Annual General Meeting, a Proxy Form, and a Nomination Form for the 2017-2018 Management Committee are attached.

The Annual Report, which includes the audited financial accounts for the year 1 July 2016 to 30 June 2017 will be available prior to the AGM through the website at [www.stormwaterqueensland.asn.au](http://www.stormwaterqueensland.asn.au) as well as being tabled at the AGM.

**Please note that members unable to attend may issue proxies, which will be tabled at the meeting.** Proxies must be issued on the form attached for this purpose. All members voting and issuing proxies must be financial members of Stormwater Queensland.

BRAD DALRYMPLE  
President  
Stormwater Queensland

**AGENDA  
ANNUAL GENERAL MEETING**

**Thursday 12 October 2017  
12.30pm**

**Pullman Brisbane King George Square (*Kennedy Room*)  
Ann & Roma Streets, Brisbane**

Business

1. Chairman's Opening Remarks
2. Noting of Apologies and Proxies Received
3. Confirmation of Minutes of Previous Annual General Meeting (29 Sep 16) (*attached*)
4. President's Report
5. Treasurer's Report & 2016-2017 Audited Financial Statements
6. Election of 2017-2018 Executive and Management Committee
7. Appointment of Auditor for the 2017-2018 Year
8. General Business
9. Meeting Close

**STORMWATER QUEENSLAND**
**2016 ANNUAL GENERAL MEETING**

The 2016 Annual General Meeting of Stormwater Queensland was held on Thursday 29 September 2016 at 3.00pm at BMT WBM, level 8, 200 Creek Street, Brisbane.

**MINUTES**
**PRESENT**
**Members**

Brad Dalrymple (Chair), Peter Worth, Charles Coathup, Nathan Swaffer, Randall Hall, Megan Holcomb, Darren Drapper, James Coathup, Jack Mullaly, Katie Fletcher, Paul Dubowski, David Simpson, Daniel Niven

**Non-Members**

Lorelei Broadbent (minute-taker)

The Chair opened the meeting at 3.00pm and noted that the necessary quorum of double the number of members presently on the Management Committee plus one, was present in person or by proxy, to allow the meeting to proceed.

**1. APOLOGIES**

Steve Baker, Jason Horswill, Kevin Napier, Erin Morris, Roshan Khadka, Andrew Green, Harout Tcherkezian, Jay Wilson, Tony Loveday, Siva Sivaanathan, Richard Yearsley, Terry Lucke, Williams Johnson, Sina Moshirvaziri, Tristan Doherty, Andy Hornbuckle, Clint Mead, Kevin Covey, Jade Mohr, Christopher Camp, Christopher Walker, Damion MacDonald, Lucy Peljo, Adyn de Groot, Kim Markwell, Sally Boer, Alan Hoban, Andrew O'Neill, Luke Galea, Adam Berry, Elissa McConaghy, Asaad Kamal, Khairul Alam, Brian McIntosh, Sachi Canning, Stephen Clark

**2. PROXIES**

The following valid proxies were received:

No	Member's Name	Type of Membership	Organisation	Proxy Given to
1	Steve Baker	Sustaining	Rocla	Randall Hall
2	Jason Horswill	Sustaining	Rocla	Randall Hall
3	Kevin Napier	Sustaining	Rocla	Randall Hall
4	Erin Morris	Sustaining	Rocla	Randall Hall
5	Roshan Khadka	Corporate	RMA Engineers	Peter Worth
6	Andrew Green	Individual	-	Peter Worth
7	Harout Tcherkezian	Sustaining	Stormwater 360	Peter Worth
8	Jay Wilson	Sustaining	Stormwater 360	Peter Worth
9	Tony Loveday	Corporate	RMA Engineers	David Simpson
10	Siva Sivaanathan	Corporate	Brisbane City Council	David Simpson
11	Richard Yearsley	Corporate	Brisbane City Council	David Simpson
12	Terry Lucke	Individual	Uni of the Sunshine Coast	Darren Drapper
13	William Johnson	Individual	WSP PB	Darren Drapper
14	Sina Moshirvaziri	Sustaining	SPEL Environmental	Darren Drapper
15	Tristan Doherty	Sustaining	SPEL Environmental	Darren Drapper
16	Andy Hornbuckle	Sustaining	SPEL Environmental	Darren Drapper
17	Clint Mead	Sustaining	SPEL Environmental	Darren Drapper
18	Kevin Covey	Corporate	Covey Associates	Darren Drapper
19	Jade Mohr	Corporate	Covey Associates	Darren Drapper

20	Christopher Camp	Corporate	Covey Associates	Darren Drapper
21	Christopher Walker	Corporate	Covey Associates	Darren Drapper
22	Damion MacDonald	Corporate	Covey Associates	Darren Drapper
23	Lucy Peljo	Sustaining	BMT WBM	Paul Dubowski
24	Adyn de Groot	Sustaining	BMT WBM	Paul Dubowski
25	Kim Markwell	Sustaining	E2 Design Lab	Jack Mullaly
26	Sally Boer	Sustaining	E2 Design Lab	Jack Mullaly
27	Alan Hoban	Corporate	Bligh Tanner	Jack Mullaly
28	Andrew O'Neill	Individual	Healthy Waterways	Jack Mullaly
29	Luke Galea	Corporate	Mackay Regional Council	Katie Fletcher
30	Adam Berry	Corporate	Ipswich City Council	Katie Fletcher
31	Elissa McConaghy	Corporate	Moreton Bay Reg Council	Katie Fletcher
32	Asaad Kamal	Sustaining	GHD	Katie Fletcher
33	Khairul Alam	Corporate	Mackay Regional Council	Katie Fletcher
34	Brian McIntosh	Individual	International Water Centre	Katie Fletcher
35	Sachi Canning	Sustaining	Water Technology	Katie Fletcher
36	Stephen Clark	Sustaining	Water Technology	Katie Fletcher

3. **CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

The minutes of the Stormwater Queensland 2015 Annual General Meeting, held on 24 September 2015, having been circulated, were taken as read and confirmed.

Moved C Coathup, seconded M Holcomb. Carried unanimously.

4. **PRESIDENT'S REPORT**

The President's Report/2016 Reflection was tabled. The President mentioned the highlights, being: the Association's initiatives on stormwater quality offsets, eg technical event and position statement; and the Winter School.

Recommendation

That the President's Report for 2016 be accepted.

Moved P Worth, seconded J Coathup. Carried unanimously.

5. **PRESENTATION OF 2015-2016 AUDITED FINANCIAL STATEMENTS**

The Treasurer referred members to the signed auditor's report for the year-ended 30 June 2016 as tabled for each member present at the meeting. These Financial Statements have been prepared in accordance with the Australian Accounting Standards.

The Treasurer provided a commentary on the reports, including:

- o Income was \$45,972 compared to \$46,742 the previous year
- o Expenses were \$64,265 compared to \$61,597 the previous year
- o The net loss was \$18,293 compared to a net loss of \$14,855 the previous year
- o The Balance Sheet shows net assets of \$112,213 compared to \$127,918 the previous year

A question was asked in relation to the expense for Professional Fees and it was noted that this was for French Consulting.

Recommendation

That the audited financial statements for the period ended 30 June 2016 as tabled be received and adopted.

Moved D Simpson, seconded D Drapper. Carried unanimously.

**6. MOTION RE THE SIZE OF THE 2017 MANAGEMENT COMMITTEE**

The President advised members that the Management Committee had discussed a number of options aimed at streamlining and making efficiencies to the operation of the Association. One area identified was the current large size of the Management Committee. The Management Committee currently comprises the four office bearers, plus 14 members. The Management Committee consider an optimal size to be the four office bearers plus 8-9 committee members. The Chair opened to the floor for debate and discussion.

It was suggested that going-forward the Nomination Form could be altered so as a member can nominate for an office bearer position and/or a committee member position; and that the Management Committee investigate electronic voting.

**Recommendation**

- a) That the 2017 Management Committee of the Association shall consist of a President, Vice President, Secretary, Treasurer and nine committee members, all of whom shall be members of the Association.
- b) That the Management Committee investigate options and costs for electronic voting.
- c) That the Nomination Form be altered so as member can nominate for an office bearer position and/or a committee member position.

Moved C Coathup, seconded D Drapper. Carried unanimously.

**7. ELECTION OF 2016-2017 EXECUTIVE AND MANAGEMENT COMMITTEE**

As per the Rules of the Association, the Chair declared all positions vacant with the exception of the position of President as the current incumbent will serve the final year of the two year term.

**Vice President**

One nomination was received by the close of nominations. Sally Boer was, therefore, elected unopposed to the position of Vice President.

**Treasurer**

One nomination was received by the close of nominations. Charles Coathup was, therefore, elected unopposed to the position of Treasurer.

**Secretary**

Three nominations were received by the close of nominations – Darren Drapper, Katie Fletcher, and David Simpson. The Chair advised that a ballot paper will be provided to each member present and extra ballot papers provided to those members present holding proxies. Under Rule 27 (g), the Chair appointed two members to conduct the ballot. Charles Coathup and Paul Dubowski accepted that role.

Following the ballot counting, the Chair announced the results being:

Katie Fletcher – 30 votes  
Darren Drapper – 11 votes  
David Simpson – 6 votes

Katie Fletcher was declared elected to the role of Secretary.

Darren Drapper and David Simpson accepted a nomination as committee members.

Nine Committee Members

The following members were elected as Committee Members: James Coathup, Darren Drapper, Paul Dubowski, Randall Hall, Megan Holcomb, William Johnson, Daniel Niven, David Simpson, Peter Worth.

The Chair welcomed the new Management Committee and wished them success and satisfaction in their involvement with Stormwater Queensland. The Chair thanked the retiring members of the Management Committee for their contribution – Andrew Green, Alan Hoban, Tony Loveday, Terry Lucke, Nathan Swaffer, Jack Mullaly and Luke McPhail. It was noted that all members are welcome to participate as sub-committee members at any time.

8. **APPOINTMENT OF AUDITOR FOR THE 2016-2017 YEAR**

E H Tan & Co, Chartered Accountants, have signified their willingness to continue as the Association's auditor for the coming year.

Recommendation

That E H Tan & Co be appointed as Stormwater Queensland's auditor for the 2016-2017 year.

Moved C Coathup, seconded P Dubowski. Carried unanimously.

9. **OTHER BUSINESS**

The Chair called for any items of general business.

Discussion took place around proxies, including:

- the possibility of limiting the number of proxies that a member can hold and what the percentage of members outside the metropolitan area might be
- that they ought to be given and not solicited
- that they are sometimes relied upon to assist the AGM to reach a quorum
- the possibility of conducting electronic voting
- promoting to members their entitlements (including voting at meetings, nominating for committee positions, participating in sub-committees)

It was noted that, in years past, when the AGM was held at The Greek Club it was attended by 80-100 members. It was suggested that the AGM be widely promoted, more attractive to members to attend and easier to participate in.

Discussion took place around the nature and entitlements of Sustaining Members in that they can nominate four representatives per State and that may be the same four people in each State for example.

It was noted that the current Rules are in need of a review and update in many areas, including the ability for decisions to be made via a flying minute; the number of members required for a quorum; whether or not it is possible to limit the number of proxies a member can hold.

It was agreed that the Management Committee would meet bi-monthly on the 3<sup>rd</sup> Thursday of every other month, with the next meeting being held on Thursday 20 October 2016.

Recommendation

- a) That the Management Committee work towards making the 2017 AGM more attractive to members to attend and participate in, including investigating the possibility and costs of electronic voting.



- b) That the Secretary investigate the Constitution and Rules around the nature and entitlements of Sustaining Members.
  - c) That the Secretary and Secretariat review and suggest updates to the Rules at a future Management Committee meeting.
  - d) That the Membership Sub-committee develop a campaign to improve member awareness of their entitlements and the benefits of membership.
  - e) That the next Management Committee meeting be held on Thursday 20 October 2016 at 3.00pm at BMT WBM. (Noted, B Dalrymple will be an apology.)
10. **CLOSE**  
There being no further business, the Chair thanked members for their interest and support in the Association and closed the meeting at 4.13pm.

.....  
Confirmed - President, Stormwater Queensland

.....  
Date



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**STORMWATER QUEENSLAND  
2017 ANNUAL GENERAL MEETING  
NOMINATION OF A PROXY  
FOR AND ON BEHALF OF A FINANCIAL MEMBER**

Forms nominating a Proxy must be deposited with the Secretariat via email to [admin@stormwaterqueensland.asn.au](mailto:admin@stormwaterqueensland.asn.au) by no later than 12.00noon on Thursday 12 October 2017 or in person to the Secretariat onsite prior to the commencement of the meeting.

I, ..... (*full name*)

of ..... (*organisation*)

being a member of the abovementioned Association hereby appoint:

..... (*name of member*)

of ..... (*organisation*)

as my proxy to vote for me on my behalf at the Annual General Meeting of the Association, to be held on 12 October 2017, and at any adjournment thereof.

Signed this ..... / ..... / 2017

..... (*signature*)





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Dear Member

Stormwater Queensland will hold its Annual General Meeting (AGM) for all members on Thursday, 12 October 2017 at 12.30pm at Pullman Brisbane King George Square (Kennedy Room), Ann & Roma Streets, Brisbane.

Stormwater Queensland is an Incorporated, not-for-profit Association established in 1996. Stormwater Queensland aims to be the leading Association for the promotion and advancement of stormwater management.

All members of Stormwater Queensland are invited to nominate for either a position on the Executive Committee or as an Ordinary Committee member for the 2017-2018 year. Stormwater Queensland are seeking committee members that are eager and enthusiastic to advance the stormwater industry and who want to play an active role in setting the direction of the Association and its activities. Participation on the Committee is also of personal benefit, providing professional development and networking opportunities.

Nominees should take note of the following:

- Committee meetings are held in Brisbane, currently on the 2nd Thursday of every alternate month between 3:00pm and 5:00pm. Teleconference options are available for regional members who are unable to attend meetings in Brisbane. Sub-committee meetings are currently held on 2<sup>nd</sup> Thursday of the other months.
- Committee members are expected to play an active role in Association activities and will be required to undertake a specific role or task, including participation on a Sub-Committee. This will require effort outside of the Management Committee meetings.
- Should there be more than one nomination for an Executive Committee position (ie President, Vice President, Treasurer or Secretary) or more than the required number of Management Committee member nominations, the positions will be decided by a simple majority determined by ballot of the members present at the AGM. Nominees for all positions must include, with their nomination, approximately 100 words of professional profile and a statement on what they believe they can add to the committee.

Nominations for the 2017-2018 Committee need to be completed and returned by Thursday 28 September 2017 to the Stormwater Queensland Secretariat via email to [admin@stormwaterqueensland.asn.au](mailto:admin@stormwaterqueensland.asn.au)

If you have queries regarding participation on the Committee or the nomination process, please feel welcome to contact the Secretariat.

**BRAD DALRYMPLE**  
President  
Stormwater Queensland



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## 2017-2018 MANAGEMENT COMMITTEE - NOMINATION FORM

**Nominations Close: Thursday 28 September 2017 at 5.00pm**

I, ..... [full name] hereby nominate for the position of  
[✓ the position(s) sought]

### Executive Committee Member

(Position Descriptions are attached.)

- President** [responsibilities include chairing committee meetings and general oversight of the activities of the Association]
- Vice President** [responsibilities include assisting the President and acting as a proxy for the President if he/she is unavailable for meetings and events]
- Treasurer** [responsibilities includes liaising with the Secretariat on matters relating to SQ's finances and preparation of the annual budget]
- Secretary** [responsibilities include liaising with the Secretariat regarding correspondence and intellectual property]

### Ordinary Committee Member

- Committee Member** [responsibilities include attendance at committee meetings and active contribution to Association activities by undertaking a nominated role or task as part of a sub-committee]

for the Association for the year 2017–2018 and state I am a current financial member of the Association entitled to nominate for office.

**I have attached to this nomination a separate sheet containing approx 100 words of professional profile and a statement about what I believe I can add to the committee.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PROPOSER

I, \_\_\_\_\_ of \_\_\_\_\_ being a current financial member of the Association hereby propose the nomination of the above named member for election to the position(s) sought.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECONDER

I, \_\_\_\_\_ of \_\_\_\_\_ being a current financial member of Association hereby second the nomination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## POSITION DESCRIPTION

### PRESIDENT

<b>Governance</b>	Provide leadership to the organisation
	Ensure, in partnership with the Management Committee, that the organisation's objectives, goals and mission are being followed
	Ensure, in partnership with the Management Committee, that the organisation develops in the appropriate direction
	Comply with the Rules and policies of the organisation
	Ensure, in partnership with the Management Committee, that the organisation operates in an ethically, environmentally, and socially responsible fashion
<b>Planning</b>	Produce, in partnership with the Management Committee, a Strategic Plan for the organisation
	Ensure, in partnership with the Management Committee, the regular review and development of the Strategic Plan
<b>Meetings</b>	Chair the Management Committee meetings
	With the Secretary and Secretariat, prepare the agenda in advance of the meetings
	Report to the Annual General Meeting on the activities of the organisation
<b>Admin &amp; Mgmt</b>	Manage the business of the Management Committee
	Serve on Management Committee sub-committees
	Assign, in partnership with the Management Committee, administrative duties to Management Committee members and sub-committees
	Personally carry out administrative duties as assigned
	Ensure the harmony of Management Committee deliberations
<b>Media</b>	Serve as spokesperson for the organisation as appropriate
<b>Promotion</b>	Promote the organisation within the industry as opportunities arise
<b>Representation</b>	Represent the Management Committee at external meetings, forums etc
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
	If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
	Ensure, with the Secretary, that all legal requirements are met
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Finance</b>	With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place
<b>Other duties</b>	As required
<b>Time Commitment</b>	8 hours per week



**POSITION DESCRIPTION**

**VICE PRESIDENT**

<b>Governance</b>	Provide leadership to the organization in the absence of the President
	Ensure, in partnership with the President, that the organisation's objectives, goals and mission are being followed
	Ensure, in partnership with the President, that the organisation develops in the appropriate direction
	Comply with the Rules and policies of the organisation
	Ensure, in partnership with the President, that the organisation operates in an ethically, environmentally, and socially responsible fashion
<b>Planning</b>	Produce, in partnership with the President, a Strategic Plan for the organisation
	Ensure, in partnership with the President, the regular review and development of the Strategic Plan
<b>Meetings</b>	Chair the Management Committee meetings in the absence of the President
<b>Administrative &amp; Management</b>	Serve on Management Committee sub-committees
	Assign, in partnership with the President, administrative duties to Management Committee members and sub-committees
	Personally carry out administrative duties as assigned
	Ensure the harmony of Management Committee deliberations
<b>Media</b>	Serve as spokesperson for the organisation as appropriate in the absence of the President
<b>Promotion</b>	Promote the organisation within the industry as opportunities arise
<b>Representation</b>	Represent the Management Committee at external meetings, forums etc
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
	If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Other duties</b>	As required
<b>Time Commitment</b>	4 hours per week

**POSITION DESCRIPTION**
**SECRETARY**

<b>Governance</b>	Ensure the preparation and adoption of appropriate Management Committee policies
	Comply with the Rules and policies of the organization
<b>Planning</b>	Produce, in partnership with the Management Committee, a Marketing Plan for the organization
	Ensure, in partnership with the Management Committee, the regular review and development of the Marketing Plan
<b>Meetings</b>	Ensure, in partnership with the Secretariat, that a venue is booked for Management Committee meetings
	Liaise with the Chair and Secretariat for agenda items for each Management Committee meeting
	Through the Secretariat, ensure that the Management Committee meeting papers are distributed before each meeting
<b>Admin &amp; Mgmt</b>	Serve on Management Committee sub-committees
	Maintain the organisation's presence on Social Media
	Ensure, through the Secretariat, that a Register of Members is maintained
	Ensure, through the Secretariat, the procedures for the admission of new members
	Manage, with the Secretariat, the nomination process for the Management Committee
	Manage, with the Secretariat, the arrangements for the Annual General Meeting
	Liaise with relevant regulators (Qld Office of Fair Trading)
Personally carry out administrative duties as assigned by the Chair	
<b>Promotion</b>	Promote the organisation within the industry as opportunities arise
<b>Representation</b>	Represent the Management Committee at external meetings, forums etc
<b>Legal &amp; Ethical</b>	Ensure the Secretariat keeps the Common Seal of the organisation
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
	If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
<b>Other duties</b>	As required
<b>Time Commitment</b>	4 hours per week



**POSITION DESCRIPTION**

**TREASURER**

<b>Governance</b>	Ensure that the Management Committee maintains the degree of financial literacy necessary to conduct the business of the organisation
	Comply with the Rules and policies of the organisation
	Advise the Management Committee on matters of finance
<b>Meetings</b>	Report to the Management Committee at each meeting on the financial situation of the organisation
	Report to the Management Committee at each meeting on variances from the approved budget
	With the Secretariat, place any necessary financial items on the Management Committee agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
<b>Administrative &amp; Management</b>	Personally carry out financial duties as assigned
	Serve on Management Committee sub-committees
	Liaise with the Secretariat in relation to the maintenance of the books of the organisation
	With the Secretariat, ensure the organisation's financial records are adequate, protected, backed up, and accessible.
<b>Finance</b>	Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Ensure that risk management strategies, including appropriate insurances, are in place
	Ensure the organizations account signatories with the bank are current
	Sign-off, with one other office bearer, all accounts for payment
	Oversee the organisation's investment strategy and report to the Management Committee
	Prepare the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
	If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
	Ensure the organisation's compliance with all applicable tax arrangements
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Promotion</b>	Promote the organisation within the industry as opportunities arise

<b>Representation</b>	Represent the Management Committee at external meetings, forums etc
<b>Other duties</b>	As required
<b>Time Commitment</b>	4 hours per week



**POSITION DESCRIPTION**

**MANAGEMENT COMMITTEE MEMBER**

<b>General</b>	On being elected to the Management Committee, familiarise yourself with the organisation's Rules and responsibilities of the position
<b>Governance</b>	Consider, debate, and vote on issues before the Management Committee on the basis of the best interests of the organisation only
	Comply with the Rules and policies of the organisation
<b>Planning</b>	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
<b>Meetings</b>	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	When Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
<b>Administrative &amp; Management</b>	Serve on Management Committee sub-committees
	Undertake administrative duties as required
	Understand the organisation's finances (including solvency)
<b>Media</b>	Make comments to the media only when approved by the Management Committee
<b>Promotion</b>	Promote the organisation within the industry as opportunities arise
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
	If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
	At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Time Commitment</b>	2 hours per week