

## position description

## president

|  |  |
| --- | --- |
| **Governance** | 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 |
| **Planning** | 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 |
| **Meetings** | Chair the Management Committee meetings |
|  | With the Secretary, prepare the agenda in advance of the meetings |
| Report to the Annual General Meeting on the activities of the organisation |
| **Admin & Mgmt** | 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 |
| **Media** | Serve as spokesperson for the organisation as appropriate |
| **Promotion** | Promote the organisation within the industry as opportunities arise |
| **Representation** | Represent the Management Committee at external meetings, forums etc |
| **Legal & Ethical** | 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 |
| **Finance** | With the Treasurer, ensure the organisation’s financial control procedures are adequate and that risk management strategies are in place |
| **Other duties** | As required |
| **Time Commitment** | 8 hours per week |

## Stormwater_QLD_horiz_colour position description

## vice president

|  |  |
| --- | --- |
| **Governance** | 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 |
| **Planning** | 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 |
| **Meetings** | Chair the Management Committee meetings in the absence of the President |
| **Administrative & Management** | 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 |
| **Media** | Serve as spokesperson for the organisation as appropriate in the absence of the President |
| **Promotion** | Promote the organisation within the industry as opportunities arise |
| **Representation** | Represent the Management Committee at external meetings, forums etc |
| **Legal & Ethical** | 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 |
| **Other duties** | As required |
| **Time Commitment** | 4 hours per week |



## position description

## treasurer

|  |  |
| --- | --- |
| **Governance** | 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 |
| **Meetings** | 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 Secretary, 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 |
| **Administrative & Management** | Personally carry out financial duties as assigned. |
|  | Serve on Management Committee sub-committees |
| Liaise with the Secretary in relation to the maintenance of the books of the organisation |
| With the Secretary, ensure the organisation’s financial records are adequate, protected, backed up, and accessible. |
| **Finance** | 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 |
| **Legal & Ethical** | 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 |
| **Promotion** | Promote the organisation within the industry as opportunities arise |
| **Representation** | Represent the Management Committee at external meetings, forums etc |
| **Other duties** | As required |
| **Time Commitment** | 4 hours per week |



## position description

## secretary

|  |  |
| --- | --- |
| **Governance** | Ensure the preparation and adoption of appropriate Management Committee policies |
| Comply with the Rules and policies of the organization |
| **Planning** | 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 |
| **Meetings** | Ensure that a venue is booked for Management Committee meetings |
| Liaise with the Chair for agenda items for each Management Committee meeting |
| Ensure that the Management Committee meeting papers are distributed before each meeting |
| **Admin & Mgmt** | Serve on Management Committee sub-committees |
|  | Maintain the organisation’s presence on Social Media |
| Ensure that a Register of Members is maintained |
| Ensure the procedures for the admission of new members |
| Manage the nomination process for the Management Committee |
| Manage 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 |
| **Promotion** | Promote the organisation within the industry as opportunities arise |
| **Representation** | Represent the Management Committee at external meetings, forums etc |
| **Legal & Ethical** | Ensure the keeping 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 |
| **Other duties** | As required |
| **Time Commitment** | 15 hours per week |



## position description

## management committee member

|  |  |
| --- | --- |
| **General** | On being elected to the Management Committee, familiarise yourself with the organisation’s Rules and responsibilities of the position |
| **Governance** | 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 policiess of the organisation |
| **Planning** | Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc) |
| **Meetings** | Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence. If submitting an apology, then also nominate a proxy for the meeting. |
|  | 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 |
| **Administrative & Management** | Serve on Management Committee sub-committees |
| Undertake administrative duties as required |
| Understand the organisation’s finances (including solvency) |
| **Media** | Make comments to the media only when approved by the Management Committee |
| **Promotion** | Promote the organisation within the industry as opportunities arise |
| **Legal & Ethical** | 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 |
| **Time Commitment** | 4 hours per week |