

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

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
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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	10 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 policies 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