

Committee Position Descriptions

Role of the President

Objectives

- To be responsible for the efficient administrative procedures and matters affecting the Association.
- To ensure that the aims, objectives and rules of the Association are followed.
- To liaise with and assist other committee members regarding their duties

Duties

- To chair the committee meeting each month.
- To be a co-signatory for the Association's bank account.
- To prepare a President's Report for each issue of the Official Journal.
- To prepare an annual report to the Australian National Square Dance Society.
- To represent the Association at the Australian National Square Dance Society meeting.
- To attend sub committee meetings if required
- To represent the Association at club functions if required.
- To give the welcoming address at Association functions.
- To be one of the telephone contacts for the Association.
- Contribute as an executive member of the committee-attend Association meetings.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the Vice President

Objectives

- To help the President with their duties

Duties

- To chair the committee Meeting each month in the absence of the President
- To attend sub committee meetings if required, in the absence of the President.
- To take over the President's duties when required.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the Secretary

Objectives

- To undertake all administration regarding the Association and creates and maintains records and assists in facilitating the effective operation of the Association's business.

Duties

- Attend and take minutes at each monthly committee Meeting
- Process minutes of each meeting and distribute to committee members as soon as possible after each meeting.
- Attend and take minutes of other meetings as required.
- Process and distribute minutes of other meetings as required.
- Prepare and distribute the agenda for committee meetings not less than two weeks prior to each meeting.
- Maintain existing Records (mainly minutes, financial statements and correspondence) and update as applicable.
- Maintain a Register containing all motions.
- Send out correspondence as required
- Maintain Correspondence In/Out register.
- Assist the President and other committee members as required
- To be co-signatory for Association cheques
- Contribute as an executive member of the committee-attend Association meetings
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

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Role of the Treasurer

Objectives

- To have a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the Association's finances.

Duties

- Preparing Annual Association Budget
- Co-ordinate/organise takings from functions to be delivered to him/her, balanced and in the format for banking and accounting purposes
- Banking Association Receipts
- Paying Association Accounts
- Maintaining Cash Receipts/Payments Journals
- Reconciling the Association Bank Account
- Maintaining signatories for cheques are current
- Preparing Association Financial Statements, including Sub Committee and function statements for publication.
- Maintaining sufficient funding to finance the Association's objectives and commitments
- Maintain files on Financial Reports etc.
- To be co-signatory for Association cheques
- To hold a \$100 float for running expenses-all other expenses to be approved by the committee and all receipts to be handed to the treasurer at the month end
- Keeping the Association Executive and Membership informed of the financial health of the organization (by way of monthly budget vs. actual reports)
- Arrange and co-ordinate Annual Audit as required.
- The treasurer is on all sub-committees of the Association.
- Contribute as an executive member of the committee-attend Association meetings
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the Membership Officer

Objectives

- Is responsible for the administration involved in maintaining the membership database.

Duties

- Maintain Association Records of membership and provide a report of membership to committee meetings of the Association
- Prepare and maintain Committee Member contact list and phone numbers
- Maintain a subscriber list to "Squares Around Victoria and provide a report on numbers to the committee meetings of the Association.
- Provide the Editor of the Squares Around Victoria a list for the mailing labels for each edition.
- Provide a condensed membership list to the Friendship Officer Bi-Annually
- To Provide a A-K & L-Z member list for the Annual General Meeting.
- Be prepared to give new or prospective members phone time.
- Attend and report to committee at Association Meetings
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the General Committee Member

Overview

- To support the Executive and Sub Committees.

Duties

- Undertake tasks to assist the executive.
- Undertake tasks to run or assist functions
- Prepare a report to each committee meeting.
- Attend Association meetings
- Represent the Association when required.

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- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the Publicity Officer

Objectives

- To promote the image and activities of the Association to maintain existing and attract new membership.

Duties

- Organise free articles in local papers etc
- Prepare an annual promotions strategy for ratification by the committee.
- Responsible for posters advertising Functions.
- Attend Association Meetings
- The Publicity Officer is on all sub-committees of the Association.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment.

Role of the Editor – Squares Around Victoria

Overview

- To produce and distribute the Official Journal of the Association.

Duties

- Collection of reports and other items of interest to Square Dancers.
- To make decisions of content and suitability.
- To compile each issue with consideration to the published guidelines for this publication.
- Arrange printing and annually review competitive printing quotes
- Pack and post each issue.
- Liaise with the Membership officer for postage labels.
- Prepare a report to each committee meeting.
- Attend Association meetings
- Provide the Treasurer with details of all advertising of the correct form by month end.
- Provide the Webmaster with an advance electronic copy of each issue.
- To hold a \$500 float for print and postage expenses.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the State Editor – The Square Dance Review

Overview

- To distribute the Square Dance Review in Victoria.

Duties

- Collection advertising and other items of interest to Square Dancers.
- Pack and post each issue.
- Maintain a list of Subscribers
- Prepare a report to each committee meeting.
- Attend Association meetings
- Provide the Webmaster with an advance copy of each issue.
- To hold a \$50 float for print and postage expenses.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.

Role of the Friendship Officer

Overview

- To be in contact with members who are not well.

Duties

- To send the appropriate card to members as required
- Prepare a report to each committee meeting.
- Is not required Attend Association meetings
- Provide the Webmaster with an advance copy of each issue.
- To hold a \$50 float for print and postage expenses.
- Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.