

Policy Document

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| Title | Committee Members Responsibilities and Role descriptions |
| Section | All Committee Positions |
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General Duties of the Committee

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with the Model Rules, any by-laws of the Association and the Associations Incorporation Reform Act 2012.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—
 - i. so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

President

- To preside at meetings.
- Spokesman for the Association.
- If possible is either the appointed Director to the NACC or Alternate Director to NACC.
- To be responsible for the governance of the Association Executive.

Vice President

In the absence of the President, the vice president must fulfill all roles of the President.

Secretary

Secretary Part A

- Maintain all ACCVic records
- Keep minutes of the resolutions and proceedings of each General Meeting and the Annual General Meeting.
- Keep a record of persons present at Committee meetings.
- Keep a register of inward and outward correspondence.
- Keep a register of member clubs, including dates of joining and resignation.
- Maintain and constantly update a list of member clubs' delegates, and Office bearers together with postal and email address and telephone numbers.
- In conjunction with the President, Treasurer and committee members, prepare all documents for the AGM.
- Maintain and update all club forms as necessary – application for membership, nomination for office bearers etc.
- Keep a copy of all newsletters.

Secretary Part B (Public Officer)

- Lodge an annual statement with Department of Justice, Consumer Affairs Vic. within a month after the AGM.
- Apply to the Department to change the association's name or rules if necessary.
- Notify the Department of:
 - Change to the association's registered address
 - Their appointment as secretary or any changes to their details
 - A special resolution to wind up the association or distribute its assets
- Deal with requests to restrict access to information in the association's register of members.

Treasurer

The Treasurer is responsible for recording and managing of all Association funds and the following is a guide:

- Term Deposits
 - Are held with the Bendigo Bank and are invested at 6 month intervals – these would normally be renewed as they become due.
 - Any interest for these would be reinvested upon renewal
 - Prior to their expiration, approval to renew should be obtained from the meeting preceding the renewal date.
 - It is the Treasurer's responsibility to ascertain from time-to-time the current rates of return and seek approval for any changes in time invested or whom invested with.
- Operational Account
 - This is also held with the Bendigo Bank and has 4 signatories, any two of to sign.
 - The signatories should be Treasurer, Secretary, President and One Other Committee Member, or as required/approved by meetings.
 - The Treasurer will hold all Statements, Bank Deposit form and Cheques to operate the accounts.
- Keeping the Records
 - All payment and deposits should be recorded, either in a manual journal or by using a Computer program.
 - The records should be kept in a safe place and be made available for scrutiny upon request by any person authorised to do so.
 - A Balance Sheet, Profit & Loss Statement and a list of all transaction must be made available at all meetings, for approval.
 - Invoices/Receipts must be kept for all payments made
 - Any reimbursement to members for out of pocket expenses should also have a receipt.
- AGM
 - Auditor reports of all transactions should be obtained prior to the AGM (coordinate this with the Secretary).
 - The Treasurer should recommend the Auditor for the coming year and obtain approval from the AGM.
- Public Liability Insurance
 - Maintain our PLI certification and communicate with the Insurance Broker in relation to all aspects of our policy.
 - Prior to renewal the cost of the policy is to be approved the ACCVIC Exec/Committee.
 - Copy of Certificate of Currency to be made available on website and to Secretary.
- Invoices for renewal of Membership are to be distributed prior to the AGM each year and where possible after any decisions have been made in relation to our PLI payment and as soon as possible after the Meeting prior to AGM.

Whilst all care should be taken to record all transactions in a manner that reflects the financial dealings of the Association, as much as possible the relevant Accounting Standards should be adhered to.

This position also has its own email address: treasurer@accvic.org.au and should be used for all electronic communication involving this position.

Webmaster

The Webmaster is responsible for recording and managing information displayed on the Association's website and the following is a guide:

- Whilst all care should be taken to record all information in a timely manner, this will ultimately be decided through consultation with the Committee.
- This position requires reasonable computing skills along with internet availability and good reading and writing skills.
- No special coding skills are required as the website has been constructed using a CMS (Content Management System) and all editing is done online through the website.
- Management of the website also includes the removal of outdated materials and/or update where appropriate.
- Contact with members providing information may be required.
- This position also has its own email address: webmaster@accvic.org.au and should be used for all electronic communication involving this position.

Newsletter editor

The Newsletter Editor is responsible for creating the Association's Newsletter and the following is a guide:

- Whilst all care should be taken to record all information in a timely manner, this will ultimately be decided through consultation with the Committee and is usually completed as soon as possible after each ACCVIC meeting.
- This position requires reasonable computing skills and the program used is decided by the person holding the position.
- Contact with members providing information may be required.
- Once each Newsletter is completed, it should be forwarded to the Secretary for distribution to ACCVIC Clubs/Delegates. A copy of which should also be given to the Webmaster for inclusion on the website.
- This position also has its own email address: newsletter@accvic.org.au and should be used for all electronic communication involving this position.

Committee Member

The role of a committee member of ACCVic is:

- To assist in the management of the Association
- To manage sub-committees if necessary
- To be open to stepping up to an office bearer's role temporarily in that person's absence.
- To be open to nominating for office bearer's positions in the future.

Delegates

The role of a delegate to ACCVic is:

- Each club is entitled to have two delegates to ACCVic.
- To represent your club at each of the four ACCVic meetings for the year. If the delegate is unable to attend he/she should arrange for a substitute member of his/her club.
- To vote on all matters raised at meetings in the best interest of their club.
- To liaise between the club and ACCVic.
- To keep the club informed of matters raised at ACCVic meetings.
- To keep an open mind to taking on positions of office within ACCVic in the future.
- To assist in the organisation of ACCVic functions where appropriate.