

Committee Positions

Duty Statements

- 1. President**
- 2. Secretary & Public Officer**
- 3. Treasurer**
- 4. Membership Secretary**
- 5. Program Coordinator**
- 6. Webmaster**



President Duty Statement

Committee Meetings (held 3 times per year)

1. Attends Committee Meetings.
2. Prepares and circulates the Agenda to the Committee Members.
3. Chairs the Committee Meetings.
4. Signs Minutes of Meetings as a true and correct record.

Annual General Meetings

1. Sends out the AGM Invitation to all members this includes Committee Nomination Forms.
2. Prepares the AGM Agenda and circulates to Committee Members.
3. Chairs the AGM.
4. Prepares and presents a President's Report for the previous 12 months.
5. Signs the AGM Minutes of Meeting as a true and correct record.

Westpac Bank Account

Counter approves payments on behalf of the Club as prepared by the Treasurer as and when required.

Correspondence

Prepares replies on behalf of the Club as and when required.

Bushwalking NSW

1. Responds to Bushwalking NSW requests including completion of surveys and questionnaires, as and when required, in consultation with Committee Members.
2. Attends or nominates a delegate to attend Bushwalking NSW Meetings and reports back to the Committee on any key issues.

Secretary & Public Officer Duty Statement

Secretarial Duties

- Attends Committee Meetings and records the Minutes of the Meetings and attends the Annual General Meetings (AGM) and records the Minutes of the Meetings. Distributes the Committee Minutes and the AGM Minutes (electronically) to all Committee Members and other relevant members.
- Maintains the (electronic and physical, as appropriate) record of core Club documents:
 - ✚ Minutes of Meetings
 - ✚ Correspondence
 - ✚ Rules
 - ✚ Articles of Incorporation
 - ✚ Any other documentation not held by other Committee Members

Public Officer Duties

- Ensures that an appropriate Financial Report is sent to Department of Fair Trading as per their requirements.
- Ensures that other requirements for an Incorporated Association are met. These are available on Department of Fair Trading's website and include:
 - ✚ Notifying Fair Trading of any change in Public Officer details
 - ✚ Maintaining a Register of Office Bearers
 - ✚ Acting as the official contact person in communication with Fair Trading

Returning Officer Duties

- Conducts Committee Position Elections at the AGM, when there are two or more candidates for a position, with helpers appointed by the Chair. Tasks include:
 - ✚ Ensuring all valid nominations, as per the Club Rules, are included
 - ✚ Preparing ballot papers
 - ✚ Explaining rules and counting system (secret ballot, optional preferential voting)
 - ✚ Distributing (to financial members only) and collecting ballot papers, and counting (with helpers/scrutineers) the votes
- In the event of an election being required for the Secretary position, the Chair appoints a temporary Returning Officer for that vote.

Treasurer Duty Statement

1. Attend Committee Meetings.
2. Prepare the annual statutory (Income and Expenditure Statement, Balance Sheet and Cash Flow Statement) using the accruals method of accounting, where deemed material.
3. Present the Annual Accounts to the Membership at the AGM.
4. Prepare the annual Department of Fair Trading Return for authorisation by the Public Officer following the AGM.
5. Monitor the bank account(s) to ensure all deposits/withdrawals can be substantiated. Investigate and follow up any unknown entries.
6. Ensure there are always three authorised signatories for the bank account(s) with two needed to instigate any transaction, following appropriate supporting documentation being received.
7. Prepare quarterly cash flow statement including a projection for remaining quarters of financial year. Circulate to Committee.
8. Liaise with Membership Secretary to ensure membership expiry and renewal dates are consistent with membership fees paid.

Membership Secretary Duty Statement

Committee Meetings

Attends Committee Meetings and presents a Quarterly Report including a summary of new membership registrations, membership renewals, did not renew, enquiries received and outcome of follow up calls made.

New Member Registrations

1. New Membership Registration notification is received by email to the Membership Secretary.
2. Email new member with the All Nations's bank account details to deposit their membership payment.
3. Monitor the All Nations Westpac Account for the deposit of the new member registration payment.
4. Once the membership payment has been received send out the New Member Welcome Pack (including digital membership card) within 3 weeks of receiving the payment.
5. On the All Nations website under **List All Users To File** – search for new member's name; click **EDIT**; under Status click **ACTIVE** the click on **SAVE**.
6. Update the Membership List for Activity Leaders (spreadsheet) with the new member's membership number, first name, surname and expiry date.
7. Retains on file all **new membership** registration emails.

Membership Renewals

1. Membership renewal notice sent out 4 weeks prior to the membership expiring including procedures for renewing their membership online.
2. Membership renewal notification received by email to the Membership Secretary. Email member with the All Nations's bank account details to deposit their membership payment.
3. Monitor the All Nations Westpac Account for the deposit of the membership renewal payment.
4. Once the membership renewal payment has been received send notification email (including digital membership card) to the member advising payment received and membership renewed.
5. Update the Membership List for Activity Leaders (spreadsheet) with the member's updated membership expiry date.
6. Retains on file all **membership renewal** emails.

Duty Statement cont'd on next page

Membership Secretary Duty Statement (Cont'd)

Membership Enquiries

Responds to enquiries from potential members.

Attendance & Waiver Forms

File the Attendance & Waiver Sheets when received from the Activity Leaders.

Membership List for Activity Leaders

This spreadsheet must be kept updated when a new member registers and when an existing member renews. The updated spreadsheet is then saved as a PDF and uploaded to the All Nations website under **Members | Activity Leader Information**.

Members Change of Details (Website Account)

Members are responsible for managing their own online account details regarding any changes to their passwords, home address or emails etc. and should be advised accordingly.

Program Coordinator Duty Statement

1. Attend Committee Meetings and present Program Coordinator Report.
2. Manage the Activity Program.
3. Review all incoming activities including checking for spelling and grammatical errors and most importantly that the Activity Leader has entered the activity details correctly.
4. Publish the activity.
5. Send weekly 'What's Up' email to the membership base (normally sent on a Tuesday). This email highlights the upcoming Activity Program.
6. Recruit new Activity Leaders and offer mentorship and assistance to lead walks and/or host social events.

Webmaster Duty Statement

Committee Meetings

- Attend Committee Meetings and present Webmaster Report.
- Add signed Committee Meeting Minutes (supplied by Secretary) to Document Library page on website.

Committee Members & Annual General Meetings

- Coordinate the relevant document for preparation of the AGM.
- Present Webmaster Annual Report.
- Organise photo of incoming Committee Members and add to website (Committee page and private gallery album of all Committee's)
- Add AGM Minutes (supplied by Secretary) to archive page on website.
- Update Committee details on website (Committee page).
- Update the generic email redirect for Committee Members in cPanel.
- If Committee Member has changed, update 'Role' on website (there are roles for Committee; Editor, Membership Secretary, President, Program Coordinator, Treasurer, Secretary, and Webmaster).
- Maintain correct access of Committee Members to the correct One Drive Folder (Google Drive).

Ongoing

- Check Club Webmail (email account) regularly, sending messages to all members with disclaimer where appropriate.
- Make website enhancements as and when required.
- Support members by answering queries regarding the website.
- Upload Insurance Documents each year to website and archive page.
- Regularly check that the content of the website is up to date.
- Add other material to website as and when required.
- Arrange yearly payment for Web Server Hosting (Digital Pacific) and Domain Name Registration (Web Central every 2 years.)
- Take a regular monthly backup of the Membership Database (spreadsheet on One Drive).
- Maintain Emergency Contacts for the Club's PLB (Distress Beacon) every 2 years or as and when required.