

DUTIES OF THE PRESIDENT

The president is the figurehead of the Association, and plays a key role in the success of the organization. They will be a representation for all public occasions and must make no statement contrary to the policy of that body. They will host all social functions and supervise all meetings. They should also make all members feel welcome.

Four most important attributes of a good chairman are impartiality, firmness, tact and commonsense. Other useful qualities are courtesy, patience and tolerance.

Legal duties will include chairing meetings of the management committee and other general meetings. They will also be a part of the management team, presides at all meetings and presides at all general meetings as chairperson, and will maintain order throughout. The president also in consultation with the secretary will prepare the agenda.

DUTIES OF THE SECRETARY

The secretary should not assume the office without an enthusiasm for the association that will last until the next annual meeting. Adequate time for the task, interest in committee work and a good rapport with the President. The secretary can have an endless number of tasks to attend to and skills of delegation and supervision are essential.

Legal duties will include:-

- Maintaining records of the association for the Association Incorporations act.
- Notify the department of change of office and any change of address.
- Responsible for keeping, preparing and distributing the minutes of the association.
- Keeps a register of financial members.
- Give 14 days notice of any special management meeting, also AGM.
- Before each meeting the secretary will:
 - Prepare with the consultation of the president of the agenda
 - Check the minutes of the last meeting for “Business Arising”
 - Attend to any correspondence
 - Confirm arrangements for guest speaker’s venture etc. and arrange a suitable vote of thanks and gift
 - Co-ordinate any reports to be presented from sub committees etc.
 - Arrange meeting venue
 - Prepare and dispatch minutes
 - Bring minute book, reports, correspondence etc.
 - Prepare attendance register

- Check venue is suitable and arrange any catering
- At the meeting:
 - Circulate the attendance book and any report and agenda
 - Read the minutes, reports and correspondence
 - Keep the minutes of the meeting
- After the meeting:
 - Write the minutes as soon as possible, while the memory is still fresh
 - Do all things and write all letters in accordance with the meetings wishes
 - Update the member register
 - Keep the president and committee members informed of all correspondence that might need attention

DUTIES OF THE TREASURER

The treasurer of an organization makes a major contribution to the efficient running of the affairs of the organization. Where ever possible it is preferable that the treasurer has some accounting experience, but in most cases of a voluntary and non-profit organization this is not always possible.

The treasurer will report to the meeting details of receipts and expenditure for the past period. The treasurer will also present a written report and distribute to the meeting.

Legal duties of the treasurer:

- Receipt all money from membership and seminar fees.
- Prepare books for meetings and balance sheet.
- Take signatories to the bank after a new committee has been elected.
- Prepare books for auditor at end of financial year.
- Books required are Cash Receipts – Cash Payments – Bankbooks and Statements – Petty Cash
- Pay any outstanding accounts that have been presented at the general meeting.
- Prepare annual return form for Office of Fair Trading after the AGM.

DUTIES OF A COMMITTEE MEMBER

A committee member will be nominated at the AGM, their duties are to attend any general meeting whenever possible and assist with the smooth running of the association. You may be asked to assist in the preparation of special functions, and other basic varied duties associated with the association.