

Committee Positions And Responsibility

Composition

1. The committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least 3 ordinary committee members
2. The total number of committee members is to be 7.
3. The office-bearers of the association are as follows:
 - (a) the president
 - (b) the vice-president
 - (c) the treasurer
 - (d) the secretary
4. A committee member may hold up to 2 offices (other than both the president and vice-president offices).
5. Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

Responsibilities

President/Chairperson

1. Must preside at all General meetings and Committee meetings if present.
2. Can request a report, balance sheet or financial statement from the Treasurer.
3. Ensure that the club's objects and purposes are maintained.

Vice-President/Vice-Chairperson

1. Must preside at meetings if the Chairperson is absent
2. Ensure that the club's objects and purposes are maintained.

Secretary

1. The secretary of the association must, as soon as practicable after Being appointed as secretary, lodge notice with the association of his or her Address.
2. It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee, and

- (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
3. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

Treasurer

1. Receive all money paid to or received by the club.
2. Pay all money received into the club's bank account within 5 working days.
3. Make any payments authorised by the Committee or by a General meeting of the club from the club's funds.
4. Ensure all expenses/withdrawals paid from the club's account are signed by two committee members who are authorised by the committee.
5. Ensure that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
6. Submit a report, balance sheet or financial statement to the committee if requested by the President/Chairperson
7. Has custody of all securities, books and documents of a financial nature and accounting records of the club.

Public Officer

1. Notifying NSW Fair Trading of any change in the association's official address within 28 days
2. Collecting all association documents from former committee members and delivering the documents to the new committee member
3. Returning all association documents to a committee member within 14 days, upon vacating office
4. Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible
5. Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.