**Office Bearer Responsibilities**

**Part 1 Responsibilities of the Chairperson**

1. **Before a meeting**
2. Prepares the agenda (in consultation with the Secretary or members, or may delegate this role to the Secretary), setting out the items of business to be considered.
3. Ensures the meeting is properly convened in accordance with Chapter 4 i.e., proper notice of a meeting is given and a quorum is present.
4. **During the meeting**
5. Chairs all meetings, opens the meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion to take the Chair at any meeting he/she attends;
6. Keeps individuals and the meeting focussed on the topics being discussed and encourages all members to participate; ensuring adequate opportunity is given to members who wish to speak;
7. Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this);
8. Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting;
9. Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e., method of conducting meetings and ensures all statutory regulations and Council’s policies and rules are observed;
10. Closes the meeting after the business at hand has been properly concluded.
11. **Other responsibilities**
12. The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council. Particularly regarding Government funding, the budget, Council and community involvement and requirements.
13. The Chairperson is responsible for aiding all members of the Committee and ensuring that they fulfil their respective roles.
14. The Chairperson is the ‘spokesperson’ for the Committee and he/she communicates with Council, government departments, officials and other relevant bodies; However, is **not** permitted to forward official correspondence to government officials or government departments. All official correspondence must be signed by the General Manager.

**Part 2 Responsibilities of the Secretary**

1. **Before a meeting**
2. Draws up the agenda (in consultation with the Chairperson), and
3. Makes copies of the agenda if required.
4. **During the meeting**
5. Takes minutes,
6. Reads the minutes of previous meeting, if necessary,
7. Provides a list of correspondence in order and summarises any important points, and
8. Records any motions and/or decisions of the meeting including, mover and seconder.
9. **After the meeting**
10. Keeps a register of correspondence that has come in and gone out, and files copies of all letters written. Copies of each are to be sent to Council for electronic storage;
11. In between meetings, informs other Committee members of any correspondence requiring urgent attention.
12. Sends minutes, Treasurers report and any other relevant documents tabled at the meeting to the Committee and Council.

**Part 3 Responsibilities of the Treasurer**

1. **Primary Function**
2. Takes responsibility for the financial management of the Committee.
3. **Responsibilities:**
4. To ensure that all financial records of the Committee are kept in a proper manner,
5. To prepare and present monthly reports to the Committee,
6. To prepare and bring to audit all financial records of the Committee, and
7. To prepare and present the proposed annual budget to the Committee.
8. **Duties:**
9. Keeps financial records for all incoming and outgoing transactions,
10. Banks all monies received by the Committee in an approved bank account,
11. Presents a current financial statement to each Committee meeting,
12. Presents all invoices received on behalf of the Committee to each Committee meeting and follows up on payment of invoices, and
13. Prepares and submits the financial books of the Committee to Council no later than 31 July each year, in a format approved by Council.
14. **Treasurer’s Checklist:**
15. Be prepared - have available an accurate and up to date statement of the Committee’s financial position.
16. Move that the financial report be accepted, and that the amounts for the payment be passed.
17. Explain the financial statement in lay terms and ensure that all Committee members understand.
18. Be assertive and proactive - Present a forward budget.
19. Ensure that the Committee understands the implications of any proposed expenditure.

**Part 4 Responsibilities of the Booking Officer**

1. **Responsibilities**
2. Takes enquiries and completes bookings,
3. Advises the Committee of user groups and bookings, and raises any concerns or issues,
4. Forwards the required documents associated with the booking to Council,
5. Issues receipts to users for bond and hiring fees, and issues keys,
6. Ensures that cleaning takes place with and after each reservation / booking / event,
7. Recommends the refund of the bond after consultation with cleaner,
8. Gives any money to the Treasurer for banking,
9. Meets with the Treasurer to confirm usage of the facility before accounts are sent,
10. Payments for casual hire including bonds should be recovered and banked at least two weeks before the function (time enough to have the cheque cleared by the bank).

**Part 5 Responsibilities of the Key Register Officer**

1. **Responsibilities**
2. Maintains the Key Register,

(Refer to *Appendix 12: Key Register for Council Facilities*)

1. Provides an annual copy of the Key Register to Council for electronic storage,

Note: Key registers provide Council with a record of all people who hold keys to Council facilities. Key holders are not necessarily members of a Council Committee; they may be regular hirers of a facility who require regular access to that facility.

1. Ensures all key holders sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.
2. **Key Register Procedure:**
3. Each key, to a Council facility is to be numbered for identification purposes.
4. The key holder must sign the Key Register to confirm acceptance of that key and record the date that the key was issued.
5. When a key holder who is a Committee member resigns from the Committee, the key must be returned to the Committee and the date of return noted on the Register.
6. When a key holder who is not a Committee member ceases using the facility (for example when a regular hire ceases), the key must be returned to the Committee and the date of return noted on the Register.
7. When a key holder who is not a Committee member is no longer the person responsible for the key (for example the key holder leaves the hirer’s group), the key must be returned to the Committee and the date of return noted on the Register.
8. A copy of the Key Register is to be forwarded to Council with the AGM paperwork.

**Part 6 Responsibilities of Committee Members**

1. **Role**
2. The role of Committee members is important and ensures that the democratic process is followed.
3. **Responsibilities:**
4. Attend Committee meetings and sign the attendance sheet;
5. Participate in meetings – this involves:
6. Arriving on time to meetings;
7. Ensuring discussion is on agenda items;
8. Contributing to the discussion where appropriate;
9. Being objective, listening to others’ views;
10. Volunteering to do the necessary tasks required.
11. Support the office bearers in carrying out their jobs;
12. Assist in organising the AGM;
13. Attend and participate in any planning days that may be held;
14. Make sure the facility / event is being maintained and run smoothly and in accordance with Council’s policies, rules and stipulations.