

## Roles Descriptions (based on IAF Australia Chapter Rules)

### General Duties (applicable to all members of the Committee)<sup>1</sup>

As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with the IAF Australia Chapter Rules and the [Victorian] *Associations Incorporation Reform Act 2012* (the Act).

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.

Committee members must exercise their powers and discharge their duties with reasonable care and diligence. Committee members must exercise their powers and discharge their duties in good faith in the best interests of the Association; and for a proper purpose.

Committee members and former committee members must not make improper use of their position; or information acquired by virtue of holding their position— so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

### Chair (and Vice-Chair)

The Chair or, in the Chair's absence, the Vice-Chair is the Chairperson for any general meetings and for Committee meetings.

The Chair

- leads the Committee to develop strategies and a work plan
- brings impartiality and objectivity to Committee decision-making
- ensures Committee members have resources and support required to perform their role
- signs and executes contracts and other official agreements on behalf of the Chapter
- approves payment of expenses from Chapter funds
- maintains regular communication with the IAF Oceania Regional Director.

### Treasurer

The Treasurer

- receives all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association
- ensures all moneys received are paid into the account of the Association
- makes any authorised payments and ensure cheques are signed by at least 2 committee members.
- ensures the financial records of the Association are kept in accordance with the Act
- coordinates the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.

### Secretary

The Secretary

- maintains a register of IAF Australia Chapter members
- maintains copies of meeting minutes and other Chapter documentation

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<sup>1</sup> Division 3 of Part 6 of the (Victorian) *Associations Incorporation Reform Act 2012* sets out the general duties of the office holders of an incorporated association.

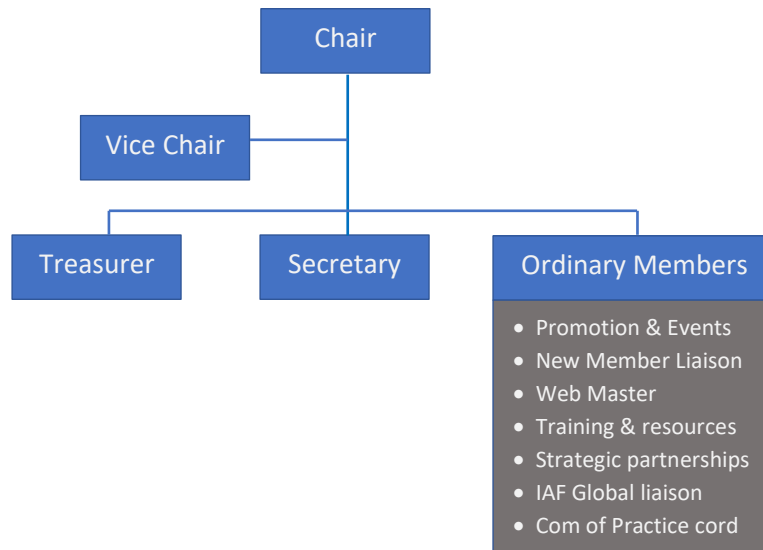
- manages Committee meeting invitations and general business
- monitors the IAF Australia Chapter email address
- lodges the Chapter’s annual statement and associated documentation to Consumer Affairs, Victoria

**Ordinary Members**

Section 51 of the Chapter Rules identifies that the inclusion of ‘ordinary members’ on the Committee is optional<sup>2</sup>. The Committee has agreed that ordinary members should be elected to the Committee, to contribute ideas, help promote facilitation and, if they choose, to assume responsibility for various ‘functional roles’.

- The Committee structure diagram, below, outlines the IAF Australia Chapter structure and lists various functional roles/activities elected ordinary members can choose to undertake.
- These functional roles/activities would be undertaken under a ‘shared responsibility’ approach where Committee members work together and provide mutual support to each other.

**IAF Australia Committee Structure**




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<sup>2</sup> Therefore, the IAF Chapter Rules do not define the role of ordinary members