

Cockburn Community Resources

City of
Cockburn



Committee Roles & Responsibilities

What is the role of the committee?

The overall role of the committee is to manage the association in accordance with the purposes or objects as stated in the association's rules.

President/Chairperson

The president is usually the formal 'voice' of the association and is responsible for the overall co-ordination of the association's activities. They are generally responsible for:

- being the main public contact;
- chairing meetings, ensuring that discussions do not stray too far from the prepared agenda and keeping members within the meeting rules;
- determining broad policy;
- writing the annual report;
- taking a leading role in keeping the vision alive; and
- ensuring that proper procedures are in place.

In the president's absence, the vice-president can represent the association and preside over meetings.

Treasurer

The treasurer is primarily responsible for managing the finances of the association. This involves:

- organising bank accounts;
- making payments and bank deposits;
- maintaining all financial records;
- monitoring the income and expenditure of the association;
- keeping committee members informed of the financial position of the association;
- preparing and presenting financial statements to the Annual General Meeting;
- developing budgets for new projects;
- preparing and managing the budget; and
- representing the association on funding applications.

Secretary

The secretary is generally responsible for day-to-day administrative tasks, which include:

- preparing and distribute meeting agendas;
- taking minutes;
- ensuring all the legal requirements of incorporation are carried out;
- assisting in the organisation of meetings; and
- keeping track of incoming and outgoing correspondence.

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