



FACT SHEET - MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES

INFORMATION FOR VOLUNTEER ORGANISATIONS

RESPONSIBILITIES OF ALL MEMBERS OF THE MANAGEMENT COMMITTEE

There are some general responsibilities that apply to **all** members of the management committee. The management committee must:

- Act honestly and in good faith and in the best interest of the organisation
- Exercise care, skill and diligence in carrying out their roles
- Ensure the organisation complies with the rules and requirements of the *Associations Incorporations Act*, including:
 - ⇒ maintaining a physical address in Queensland
 - ⇒ making sure the full name of the organisation appears on all official documents including advertising, correspondence, accounts, cheques and receipts, and official notices and publications
 - ⇒ meeting at least once every four calendar months, including by the use of appropriate communication technology
- Manage the financial affairs of the organisation. This includes ensuring the annual audit is undertaken, public liability insurance is maintained, and proper and correct financial records are maintained detailing the financial position of the organisation.
- Report to members by:
 - ⇒ ensure the rules of the organisation are available to all members
 - ⇒ holding an AGM within 6 months of the end of the organisation's financial year
 - ⇒ ensuring the election of the Secretary at the AGM
 - ⇒ table the audited financial reports at the AGM
 - ⇒ accurately record the minutes of all committee and general meetings of the organisation
- Report to government:
 - ⇒ In QLD, submit the annual return and advise any changes to office bearer and contact details to the Office of Fair Trading
 - ⇒ If your organisation is registered with Australian Charities and Not-for-Profits Commission (ACNC) update all changes to Responsible Persons and complete annual reporting through the portal
- Follow the rules of the association

MEMBERSHIP OF THE MANAGEMENT COMMITTEE

There must be at least three members of the committee, including a president and a treasurer. The size of the management committee will be in accordance with the organisation's rules.



CHINCHILLA COMMUNITY CENTRE

PRESIDENT

The president or chairperson is responsible to:

- chair every meeting they are present at
- be responsible for the procedural and effective conduct of meetings
- act as signatory for the association for legal and financial purposes
- be representative of the organization

SECRETARY

The association must have a secretary, who must live in Queensland or within 65km of the border. The secretary may be elected by the members from the membership, or can be appointed by the management committee from the membership or elsewhere. The secretary does not have to be a member of the association. If the secretary is a member, they are also a member of the management committee.

The secretary has obligations set out in the *Associations Incorporations Act* and the model rules, and has a wide range of administrative functions, including:

- acting as the primary contact for the association
- submitting required forms and documents to government

TREASURER

The treasurer is responsible for the financial affairs of the association, and these duties include:

- the keeping of all financial records for the organisation
- ensuring the committee has full and current knowledge of the finances of the organisation, and ratifies and records all payments made in the minutes

VICE PRESIDENT/DEPUT CHAIR

Not all organisations have this role. This person assists the chair and fills in when the chair is unavailable.