

# Roles and Responsibilities of Office Bearers Permaculture Central Coast (PCC)

## Constitution and membership of the committee

1. The committee is to consist of:
  - a) the office-bearers of the association, and
  - b) Three ordinary members, each of whom is to be elected at the annual general meeting of the association under rule 15.
2. The office-bearers of the association are to be:
  - a) the president
  - b) the vice-president
  - c) the treasurer, and
  - d) the secretary.
3. Each member of the committee is, subject to these rules, 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.
4. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

## Management Committee Members

1. Commit to the role of management committee member
2. Regularly attend committee meetings
3. Keep up to date by reading minutes, reports and any other necessary documents
4. Be as active as possible in decision making
5. Understand how the organisation works
6. Be familiar with the organisations Constitution and responsibilities in regards to legislation and finances
7. Be active in future planning for PCC
8. Be faithful and supportive of PCC in the eyes of the public
9. Take responsibility for particular areas of work which may mean involvement in sub committees
10. Regularly attend PCC activities and events and represent PCC at outside events
11. Approve relevant documents including responsibility for PCC's budget

## President / Chairperson

1. Ensure regular committee meetings are organised
2. Ensure the Constitution and rules are adhered to, including adherence to a quorum
3. Regularly attend committee meetings
4. Maintain a neutral position during discussion and decision making, including noting decisions or motions and asking the committee members at a meeting to vote on these
5. Deliver a casting vote in the event of an equal outcome
6. Prepare an agenda in consultation with the Secretary
7. Deal with agenda items in order of importance, keep discussion and decision making relevant and set time limits if necessary

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8. Ensure all members have the opportunity to speak
9. Preserve order throughout the committee and public meetings
10. Suggest appropriate procedures to deal with any difficulties that may occur during meetings
11. Ensure the minutes from previous meeting is signed and confirmed as a true record
12. Represent PCC at all levels within the community and beyond
13. Provide a yearly written report at the Annual General Meeting (AGM)

## **Vice President**

Assisting the president with his/her duties and acting as chair in **the absence** of the President/Chairperson

## **Treasurer**

It is the duty of the treasurer of the association to ensure:

1. That all money due to the association is collected and received and that all payments authorised by the association are made, and
2. 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.
3. Provide a written report at all monthly committee meetings
4. Regularly attend committee meetings
5. Keep the management committee informed about finances in a way that committee members can understand
6. Participate, prepare and review the budget
7. Organise accounts and have available at each monthly public meeting
8. Organise and prepare the annual balance sheets and accounts to all members of PCC at the AGM
9. Participate in the preparation of necessary information for yearly audits

## **Secretary**

1. It is the duty of the secretary to keep minutes of;
  - a) The names of members of the committee present at a committee meeting or a general meeting, and
  - b) All proceedings at committee meetings and general meetings.
2. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting.
3. Make sure all correspondence and official records of PCC are up to date, accurate and in order (excepting financial)
4. Regularly attend committee meetings
5. Assisting the Chair to organise committee meetings
6. Ensure that information for the management committee is dealt with in an efficient manner

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7. Ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed
8. Work with the Chairperson to ensure the meeting runs smoothly
9. Know the rules, responsibilities, accountability for all legal requirements of incorporation

### **Public Officer**

1. Notify the Department of Fair Trading of any changes in the official affairs of PCC and its financial position
2. Notify the Media one month prior to the AGM
3. Must abide in the state where organisation exists - NSW