

OEAQ Management Committee

Position Descriptions

All positions listed below are volunteer positions; the association will consider covering out of pocket expenses.

President

Key role: To lead the committee positively through the ongoing growth and development of the organisation on behalf of and for the benefit of existing members and potential members from the community.

TYPICAL DUTIES OF THE PRESIDENT

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the organisation where required.
- Act as a facilitator for organisation activities.
- Be a supportive leader for all organisation members.
- Be well informed of all organisation activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Work with the committee to provide leadership to the association.
- Chair general and management meetings of the association.
- Ensure the responsibilities of associations and committee members under the Associations Incorporation Act are followed.
- Motivate the executive committee/board to maintain a positive, modern, forward –thinking approach to the growth and development of the organisation, through the implementation of modern governance, a modern constitution and updated policies and procedures.
- Ensure the organisation is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the organisation’s policies and procedures.

Treasurer

Key role

To assist the Management Committee in maintaining high standards of financial record keeping, policy implementation and communication on behalf of the members of the organisation. Financial management experience desired.

TYPICAL DUTIES OF THE TREASURER

- Responsible for the administration of the organisations financial accounts.
- Perform the financial management tasks including financial record keeping, reporting, planning and budgeting.
- Prepare a budget and monitor it carefully.
- Maintain accurate and up-to-date financial accounts and records.
- Keep a proper record of all payments and monies received e.g. membership fees.
- Make sure financial reports are available and understood at committee meetings.
- Show evidence money received is receipted, banked, and documented with all monies paid out.
- Pay bills and send out accounts as and when they fall due.
- Produce a Treasurer's report at regular meetings and when required.
- Ensure that information for the annual audit is prepared each year.
- Arrange the audit with the associations appointed auditor.
- Produce an annual financial report at the AGM.
- Maintain the integrity, security and sustainability of the financial management system.
- Establish sound financial management policies, procedures and reporting processes.
- Ensure budgeting is carried out in accordance with organisations strategic and operational plans.
- Allocate tasks and standards of cash management as appropriate to other committee members.

Secretary

Key Role: To support the management committee in maintaining high standards of record keeping, policy implementation and internal/external communications. Generally the first point of contact for information or details about association activities and is the coordinating link between members, the management committee and external stakeholders.

TYPICAL DUTIES OF THE SECRETARY

- Ensure the organisation's meetings are organised, conducted and recorded according to legal requirements (such as the incorporation and governing bodies act) and distributed to the committee and membership
- Prepare the agenda for meetings in consultation with the management committee
- Ensure appropriate correspondence is distributed that actions from meetings are fulfilled
- Ensure all committee members are aware of all incoming and outgoing correspondence and source further information required to assist the committee with making decision at meetings
- Write up the minutes of meetings within 7 days of meeting
- Maintain administration records in a professional, orderly and up-to-date manner
- Advise all committee members of the system so that they are able to easily access the record-keeping system while performing their duties of the respective positions. This includes correspondence, minutes, insurance papers, policies and forms
- Maintain registers of member's names and addresses, life members and sponsors
- Maintain legal documents such as Constitution and Incorporation
- Disseminate by email, website, notice and/or newsletter any information to members
- Call for and receive nominations for committee and other positions for AGM
- Collect and arrange the annual report for printing
- Collect and collate reports from office bearers
- Assist the implementation and communication of the organisation's policies and procedures

Vice-President

Key Role: To be an active member of the OEAQ and assist the President in delivering organisational outcomes. Vice President performs the President's duties if they unavailable. The Vice-President reports regularly to the Management Committee and is also responsible for certain special projects for the association as required.

TYPICAL DUTIES OF THE VICE PRESIDENT

- Assist the President to maintain an effective, modern, progressive committee to grow and develop the organisation through modern governance, implemented policies and procedures and adhering to the constitution
- Act in support role to the President
- In the absence of the President, chair the management committee, events and making presentations
- When required to do so, handle certain special projects for the association
- Ensure the management committee perform its duties as per the constitution
- Ensure the organisation is working towards the mission and vision of the strategic plan and core principles of the organisation
- Ensure planning and budgeting for the future is carried out as recorded in club minutes
- In the absence of the President, represent the organisation in an appropriate and professional positive manner in the respective situation
- Be fully informed/aware of the associations activities and be supportive throughout these events
- Assist and advise other committee members on their role and portfolio as well as oversee the portfolio which they are responsible for.
- Professionally represent the OEAQ at official functions
- Receive information from North Queensland and represent member's needs.

Non-Management Committee Roles

OEA Representative

Key Role: To be an active member of the OEAQ and advocate on OEAQ's behalf the strategic vision of outdoor education nationally.

- Represent the OEAQ's intention at a national forum
 - commit to the development and implementation of the OEA Strategic Plan
 - work in a collaborative manner to ensure the success of the OEA Strategic Plan
 - undertake to communicate on a regular, open and frank basis, and maintain confidentiality where appropriate.
- Be the conduit in conversations from state to national and vice versa

JOEE Management Committee Representative

Key Role: To be an active member of the OEAQ and assist the executive management committee in delivering this product.

- Represent the OEAQ's intentions on the JOEE management committee (JMC).
- Work with the JMC to oversee the publication and distribution of JOEE.
- Represent OEAQ when advising OEA on JOEE management issues.

Publications Coordinator

Key Role: To be an active member of the OEAQ and lead the coordination and distribution of state based publications

- Liaise with executive committee members quarterly
- Compile and edit information content for immediate publication
- Liaise with secretary for distribution.

Contributing Committee Member

Key Role: To be an active member of the OEAQ in a capacity that you are comfortable with.