



## Executive Committee Roles and Responsibilities

The Executive Management Committee is ultimately responsible to the members for the operation of the Association. This includes following, interpreting and enforcing the rules and making sure the Association complies with the law. All Executive Management Committee members serve a two-year term, unless otherwise stated.

All Executive Management Committee members should have a good understanding of the requirements of incorporated associations in Queensland:

- ❖ <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/incorporated-association-management-committee/who-on-committee/>
- ❖ <https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/5a17161f-2866-4c2c-8e03-37fc0f6512f8/download/incorporatedassociationsmartguide.pdf>

Executive Management Committee members have a duty to act in the best interests of the Association. If they do not, they may be personally liable for the consequences.

This means Committee members should:

- ❖ Never abuse their powers as committee members;
- ❖ Declare conflicts of interest;
- ❖ Exercise due care, skill and diligence.

The Executive Management Committee must ensure the Association fulfils its reporting requirements every year and must:

- ❖ Notify the Office of Fair Trading (OFT) of any changes to the positions of President, Secretary and Treasurer or changes to the mailing address;
- ❖ Update the names and address associated with the ABN of the Association;
- ❖ Update the signatories on the Association's bank account when there is a change in President and/or Treasurer;
- ❖ Lodge an annual return with the OFT QLD ;
- ❖ Ensure that there is a register of members;
- ❖ Ensure an Annual General Meeting (AGM) is held each year within six months of the end of the incorporated association's financial year;
- ❖ Ensure at the AGM that the Minutes of the previous meeting are considered by members and confirmed as accurate. The President should sign and date the previous minutes verifying their accuracy;
- ❖ Review insurance requirements each year and report the results at the AGM;



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- ❖ Ensure financial statements are prepared and presented to the AGM for adoption. Within a month after the AGM, an annual return must be completed and lodged;

<p><b>Level 2</b></p>	<p>Current assets between \$20 000 and \$100 000 and/or total revenue between \$20 000 and \$100 000.</p>	<p><b>Level 2 Incorporated associations required to have an audit conducted under the Collections Act 1966, Gaming Machine Act 1991 or under any law for any other purpose:</b></p> <p>An auditor or certified accountant, or person approved by OFT, must audit the financial statements.</p> <p><b>For other level 2 Incorporated associations:</b></p> <p>An auditor or certified accountant, or person approved by OFT, must verify the financial statements.</p> <p>The verification statement must state 'I have sighted the association's financial records and the financial records show that the association has book keeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities'.</p>
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A person cannot sit on the Executive Management Committee if they:

- ❖ Have been convicted on indictment;
- ❖ Are currently or have recently been in prison (other than for payment of a fine);
- ❖ Are bankrupt.

A person has 'recently been in prison' until their rehabilitation period expires. This period is set out in the [\*Criminal Law \(Rehabilitation of Offenders\) Act 1986 \(PDF\)\*](#).

## President

The role of the President has the most responsibility within the Association. The President is responsible for the strategic, financial and operational aspects of the Association. The President is also a spokesperson for the Association.

The usual duties of the President include:

- ❖ Developing an understanding of the activities of the Association;
- ❖ Providing leadership to the Association;
- ❖ Providing direction on planning and development opportunities for the Association;
- ❖ Understanding the future directions and plans of members and developing strategic plans for the Association;
- ❖ Attending to incoming and outgoing correspondence as presented by the Secretary between meetings and following up on actions from the previous meeting;
- ❖ Providing submissions to lobby for action to relevant governing and accrediting bodies;



- ❖ Ensuring that the Executive Management Committee is aware of national issues related to work integrated learning (WIL) / field experience;
- ❖ Ensuring an annual, national forum for members to network and to share ideas, concerns, strategies, innovations, experience and expertise;
- ❖ Raising awareness of the role of WIL / fieldwork administrators;
- ❖ Representing the Association at local, regional and national levels;
- ❖ Facilitating and promoting of Association activities;
- ❖ Ensuring that planning and budgeting for the future is carried out in accordance with the strategic direction of the Association and with the support of members;
- ❖ Sourcing sponsorship for the Association, particularly with regard to the annual conference in collaboration with the Sponsorship and Marketing Manager and Vice-President;
- ❖ Acting as Chair of the Executive Management Committee meetings, Annual General Meetings and other Association meetings. As Chair, the President:
  - Directs overall business;
  - Controls timing of meetings;
  - Controls order of speakers;
  - Keeps discussions focussed;
  - Decides when discussions should finish;
- ❖ Developing relationships with similar organisations, associations and societies to form partnerships;
- ❖ Ensuring to review insurance requirements each year and reporting the results at the annual general meeting;
- ❖ Providing support and assisting with the organisation of the annual conference.

The President is responsible for ensuring an efficient and well-run Association.

## Vice President

The Vice President is responsible for similar aspects of the Association as the President. The duties of the Vice President include:

- ❖ Standing in for the President as required;
- ❖ Providing support and assisting with the organisation of the annual conference;
- ❖ Sourcing sponsorship for the Association, particularly with regard to the annual conference in collaboration with the Sponsorship and Marketing Manager;
- ❖ Developing strategies to increase revenue streams;
- ❖ Promoting the Association;
- ❖ Providing support to Association activities and projects to ensure that it maintains its values and meets strategic goals;
- ❖ Creating awareness of activities and projects;



- ❖ Providing support for initiatives of the Committee (such as scholarship schemes, professional development programs);
- ❖ Undertaking special projects as determined by the Executive Management Committee.

## Treasurer

The Treasurer is primarily responsible for the financial management of the incorporated association. The duties of the Treasurer usually include:

- ❖ Keeping and maintaining an asset register for the incorporated association;
- ❖ Managing the petty cash balance and ensuring the petty cash book is kept up-to-date;
- ❖ Keeping all documentation for payments made including receipts, invoices and statements;
- ❖ Keeping and maintaining the incorporated association's deposit and cheque books;
- ❖ Ensuring all payments are approved or ratified by the Executive Management Committee and are recorded in the minutes'
- ❖ Keeping all financial records in Queensland;
- ❖ Keeping either a receipt book of consecutively numbered receipts, or computer system records of them;
- ❖ Presenting the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property for the last financial year at the AGM;
- ❖ Presenting the auditor's or verifier's report on the financial affairs for the last financial year at the AGM; and,
- ❖ Presenting the audited or verified financial statements to the meeting for adoption at the AGM.
- ❖ Providing support for initiatives of the Committee (such as scholarship schemes, professional development programs);
- ❖ Providing support and assisting with the organisation of the annual conference;
- ❖ Undertaking special projects as determined by the Executive Management Committee.

## Secretary

The Secretary is primarily responsible for managing the records of the Association. The Secretary must be a resident of Queensland or live within 65km of the Queensland border. The usual duties of the Secretary include:

- ❖ Taking and keeping minutes for the Association's meetings;
- ❖ Ensuring minutes of all Committee and general meetings are kept;
- ❖ Ensuring that an Executive Management Committee meeting occurs every four months;
- ❖ Keeping a register of members;
- ❖ Providing support for initiatives of the Committee (such as scholarship schemes, professional development programs);
- ❖ Taking nominations for the Executive Management Committee;



- ❖ Providing appropriate notice to members for meetings;
- ❖ Calling and convening special general meetings, as per the model rules;
- ❖ Arranging the meeting venue and preparing the agenda in consultation with the President;
- ❖ Coordinating any correspondence or reports to be presented at meetings;
- ❖ Circulating the minutes of meetings to members (generally, the Executive Management Committee minutes are not published to members but key decisions should be communicated);
- ❖ Completing any actions arising from meetings that require correspondence;
- ❖ Receiving all incorporated association correspondence;
- ❖ Bringing urgent matters to the attention of the President or Treasurer if necessary;
- ❖ Undertaking special projects as determined by the Executive Management Committee.

The Secretary is ultimately responsible for ensuring the minutes are maintained accurately. The minutes of meetings provide a permanent official record of the business transacted. They should form a clear and concise summary of the proceedings of the meeting. The minutes would normally include:

- ❖ Details of the day, date and place of the meeting and the time of commencement;
- ❖ The names of those present and details of any apologies received;
- ❖ That the chairperson announced a quorum was present and that the meeting was duly constituted;
- ❖ A reference to minutes of the previous general meeting and the signing of them as a correct record;
- ❖ Details of every resolution put to members and whether they were passed with the required majority;
- ❖ Details of members voting against a motion or abstaining from voting, if those members request that this be recorded;
- ❖ Details of any appointments made, members elected to office and any leave of absence granted to a member;
- ❖ Details of election of committee members (if applicable);
- ❖ Overview of discussions concerning decisions made at the meeting;
- ❖ Decisions made at Executive Management Committee meetings;
- ❖ The date and time for the next meeting, if this is determined during the meeting; and,
- ❖ The time that the meeting closed.

## Web Administrator

The Web Administrator is primarily responsible for managing and maintaining the Association's website. The usual duties of the Web Administrator include:

- ❖ Providing strategic advice to the Executive Management Committee on required developments of the Association's website;
- ❖ Recommending web site improvements, and developing budgets, in consultation with the Treasurer and President, to support recommendations;



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- ❖ Developing and updating content on the Association's website;
- ❖ Supporting webinars and other online activities of the Association and State chapters;
- ❖ Uploading Association documents to the web, including the newsletter and meeting agendas and minutes;
- ❖ Maintaining and creating member logins;
- ❖ Assisting members with troubleshooting issues related to accessibility issues;
- ❖ Collaborating with development teams to discuss, analyse, or resolve usability issues;
- ❖ Identifying or addressing interoperability requirements;
- ❖ Performing user testing or usage analyses to determine web sites' effectiveness or usability;
- ❖ Informing web site users of problems, problem resolutions or application changes and updates;
- ❖ Tracking, compiling, and analysing web site usage data;
- ❖ Documenting application and web site changes or change procedures;
- ❖ Developing or documenting style guidelines for web site content;
- ❖ Testing new software packages for use in web operations or other applications;
- ❖ Developing or implementing procedures for ongoing web site revision;
- ❖ Providing support for initiatives of the Committee (such as scholarship schemes, professional development programs);
- ❖ Providing support and assisting with the organisation of the annual conference;
- ❖ Undertaking special projects as determined by the Executive Management Committee.

## Social Media Administrator

The Social Media Administrator is primarily responsible for managing the communications of all social media platforms. The usual duties of the Social Media Administrator include:

- ❖ Posting approved information, messages and advertisements on social media platforms that would be of interest to members, including activities and achievements of the Association;
- ❖ Administrating social platforms and responding to enquiries via social media (or if relevant seeking information from other Executive or general members);
- ❖ Managing social media marketing campaigns in collaboration with the Sponsorship and Marketing Manager;
- ❖ Creating a regular publishing schedule;
- ❖ Implementing a content editorial calendar to manage content and plan specific, timely marketing campaigns in collaboration with the Sponsorship and Marketing Manager;
- ❖ Promoting content through social advertising;
- ❖ Providing recommendations to the Executive Management Committee related to social media campaigns and marketing;
- ❖ Undertaking special projects as determined by the Executive Management Committee.



## Conference Convenor (one year term only)

The Conference Convenor is primarily responsible for the planning, coordination and delivery of the annual national conference. The usual duties of the Conference Convenor include:

- ❖ Coordinating the selection of venue for the conference in consultation with the hosts, if relevant;
- ❖ Developing budgets and costings for the conference for endorsement and approval of the Executive Management Committee;
- ❖ Ensuring that the annual conference is planned for and budgeted in line with strategic directions and annual budgets;
- ❖ Communicating with hosts, venues and relevant stakeholders;
- ❖ Recruiting the Conference Sub-committee;
- ❖ Acting as Chair of the Conference Sub-Committee;
- ❖ Setting, planning and monitoring objectives for the conference, with support of the Conference Sub-committee and the Executive Management Committee;
- ❖ Allocating member and team responsibilities of the Conference Sub-committee;
- ❖ Monitoring and overseeing activities of the Conference Sub-Committee;
- ❖ Providing progress reports at Executive Management Committee meetings;
- ❖ Seeking input and feedback from members pre- and post- conference activities, including surveying members on their experiences at the conference;
- ❖ Working with the Treasurer to ensure that financial aspects of the conference are attended to and any matters resolved;
- ❖ Coordinating events to ensure a successful conference.

## Sponsorship and Marketing Manager

The Sponsorship and Marketing Manager is primarily responsible for securing sponsorships and developing marketing strategies and campaigns for the Association. The usual duties of the Sponsorship and Marketing Manager include:

- ❖ Developing marketing plans for endorsement and approval of the Executive Management Committee;
- ❖ Developing brand management and corporate identity strategies;
- ❖ Planning, implementing and co-ordinating promotional and marketing campaigns;
- ❖ Working with the Social Media Administrator to develop social media campaigns;
- ❖ Developing commercially successful event sponsorship models for endorsement and approval of the Executive Management Committee;
- ❖ Securing sponsorship for the annual national conference, in collaboration with the President and Vice-President;



- ❖ Developing marketing materials, both printed and online, to promote the annual national conference, and activities and achievements of the Association;
- ❖ Monitoring and reporting on effectiveness of marketing communications and campaigns to the Executive Management Committee.

## Scholarships Manager

The Scholarships Manager is primarily responsible for the planning, reviewing, coordinating and delivering the Scholarship programs of the Association. The usual duties of the Scholarships Manager include:

- ❖ Convening the Strategic Sub-Committee to plan, review and deliver the scholarship programs of the Association;
- ❖ Coordinating the review of scholarship programs to make improvements to the process that are in line with the strategic direction of the Association;
- ❖ Developing recommendations for improvement for the endorsement and approval of the Executive Management Committee;
- ❖ Developing schedules for the Strategic Sub-committee and for the delivery of the programs;
- ❖ Coordinating the selection process of scholarship programs, ensuring that recipients meet the established selection criteria;
- ❖ Notifying successful and unsuccessful recipients of outcomes of any scholarship campaigns;
- ❖ Ensuring that scholarship recipients meet any conditions of the program, including any reporting requirements;
- ❖ Working with the Treasurer to ensure that scholarship recipients receive payment in a timely manner;
- ❖ Reporting to the Executive Management Committee on activities and outcomes;
- ❖ Developing promotional campaigns in conjunction with the Sponsorship and Marketing Manager and Social Media Administrator, and with the endorsement and approval of the Executive Management Committee.

## Professional Development Manager

The Professional Development Manager is primarily responsible for the planning, reviewing, coordinating and delivering the Professional Development programs of the Association. The usual duties of the Professional Development Manager include:

- ❖ Convening the Strategic Sub-Committee to plan, review and deliver the Professional Development programs of the Association;
- ❖ Coordinating the review of Professional Development to make improvements to the process that are in line with the strategic direction of the Association;
- ❖ Developing recommendations for improvement for the endorsement and approval of the Executive Management Committee;
- ❖ Developing schedules for the Strategic Sub-committee and for the delivery of the programs;



- ❖ Coordinating the selection process of Professional Development programs, ensuring that recipients meet the established selection criteria;
- ❖ Notifying successful and unsuccessful recipients of outcomes of any Professional Development campaigns;
- ❖ Ensuring that Professional Development recipients meet any conditions of the program, including any reporting requirements;
- ❖ Working with the Treasurer to ensure that Professional Development recipients receive payment in a timely manner;
- ❖ Reporting to the Executive Management Committee on activities and outcomes;
- ❖ Developing promotional campaigns in conjunction with the Sponsorship and Marketing Manager and Social Media Administrator, and with the endorsement and approval of the Executive Management Committee.

## Research and Project Manager

The Research and Project Manager is primarily responsible for the planning, reviewing, coordinating and delivering the Research and Project programs of the Association. The usual duties of the Research and Project Manager include:

- ❖ Convening the Strategic Sub-Committee to plan, review and deliver the Research and Project programs of the Association;
- ❖ Coordinating the review of Research and Project to make improvements to the process that are in line with the strategic direction of the Association;
- ❖ Developing recommendations for improvement for the endorsement and approval of the Executive Management Committee;
- ❖ Developing schedules for the Strategic Sub-committee and for the delivery of the programs;
- ❖ Coordinating the selection process of Research and Project programs, ensuring that recipients meet the established selection criteria;
- ❖ Notifying successful and unsuccessful recipients of outcomes of any Research and Project campaigns;
- ❖ Ensuring that Research and Project recipients meet any conditions of the program, including any reporting requirements;
- ❖ Working with the Treasurer to ensure that Research and Project recipients receive payment in a timely manner;
- ❖ Reporting to the Executive Management Committee on activities and outcomes;
- ❖ Developing promotional campaigns in conjunction with the Sponsorship and Marketing Manager and Social Media Administrator, and with the endorsement and approval of the Executive Management Committee.



## State Chapter Chairs/Representatives

The State Chapter Chairs and State Chapter Representatives are primarily responsible for being a contact between NAFEA members in a particular geographical area and the Executive Management Committee. The State Chapter Chairs have additional responsibilities that include:

- ❖ Convening the State Chapter to provide a network for local members to share ideas, concerns, strategies, innovations, experience and expertise;
- ❖ Setting up regular meetings throughout the year with State Chapter members as determined by the group, normally at least every three months;
- ❖ Appointing roles within the State Chapter, including assigning a Secretary;
- ❖ Setting the agenda in conjunction with the Secretary and State Chapter members;
- ❖ Ensuring that the agenda is sent to State Chapter members in advance of the meeting or as determined by the State Chapter;
- ❖ Providing a report to the Executive Management Committee and forwarding the State Chapter Minutes to Management Committee for information;
- ❖ Determining the activities of the State Chapter in collaboration with State Chapter members;
- ❖ Promoting the activities of the State Chapter and the Association;
- ❖ Providing recommendation to the Executive Management Committee on strategies to grow membership in that geographical area and to feedback any local issues to the Executive Management Committee.