



# Byron Bay Bridge Club

## Committee Roles and Responsibilities Policy

Adopted February 2023

### 1. Committee member

#### 1. The role of the committee, and therefore members of the Committee, includes:

1. managing the association's financial affairs and maintaining its financial viability
2. ensuring the association acts in accordance with its objects or purposes
3. meeting all legal requirements

#### 2. As a member of the Management Committee, members:

1. shall be elected at the Annual General Meeting and in accordance with this Constitution and shall hold office until the next Annual General Meeting or until resignation, removal or vacation of such office within the current year.
2. Subject to the Act, the Regulation and this Constitution, control and manage the affairs of the Club.
3. perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the affairs of the Club.
4. appoint a member of the Club to fill any casual vacancy on the Committee
5. ensure the Club shall effect and maintain such insurance cover as is required under the Act together with any other insurance which may be required by law or considered by the Club to be necessary.
6. must carry out their functions with due care and diligence for the benefit, as far as practicable, of the association. They must disclose any interest in a matter that conflicts with their ability to perform their duties. They must not use their position or information acquired as a committee member dishonestly.
7. must ensure that all documents of the association in their possession are delivered to the public officer within 14 days of vacating office.
8. disclose an interest in a matter that conflicts with the performance of their duties
9. members and others may receive a bona fide payment of remuneration for work done for an association. However, an association may not be able to make such payments because of a prohibition in its constitution, funding agreements or the nature of its activities.
10. Shall ensure if they are to be allocated work for remuneration or to enter into a contract with an association, that any direct or indirect conflict of interest is disclosed and managed as required by the Act.
11. appointing a public officer and ensuring that any vacancy is filled within 28 days
12. ensuring that annual general meetings are held within 6 months after the close of the association's financial year
13. ensuring that the association does not incur debts that are not expected to be repaid
14. be aware of the duties of the public officer and ensure they are properly carried out
15. ensure that new committee members are aware of their statutory obligations and responsibilities to the association
16. ensure that appropriate internal financial controls are implemented for all payments made on behalf of the association. As a matter of good corporate governance, the committee should provide oversight and authorise/approve payments regularly. As a minimum, this should be undertaken at each committee meeting.

### 3. As individuals

1. Attend whenever possible as meetings of the Committee, inform themselves as to issues arising at meetings and contribute and vote on matters in the best interests of members.
2. Ensure the club operates in accordance with all laws, legal requirements and the Constitution.
3. May convene a meeting of the Committee by giving notice to all members, when in the opinion of the member a meeting of the Committee is warranted but has not been convened by any of the Office Bearers.
4. Shall, from time to time, undertake duties pertinent to the proper operations of the Club where requested by the President.
5. Shall ensure the funds of the Club are to be used in pursuance of the objects of the Club and no portion shall be transferred or paid directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the members of the Club

**2. President**

1. Is a member of the Committee and has all the responsibilities as outlined in Clause 1
2. Shall be the presiding Chair at each General Meeting and Management Committee meeting of the Club and represent the Club if and when the occasion arises.
3. The President in conjunction with the Secretary shall call meetings of the Management Committee must meet at least four times in each period of 12 months at such place and time as the Committee may determine as necessary to manage the affairs of the Club.

**3. Vice president**

1. Is a member of the Committee and has all the responsibilities as outlined in Clause 1
2. In the absence of the president, shall be the presiding Chair at each General Meeting and Management Committee meeting of the Club and represent the Club if and when the occasion arises.
3. In the absence of the president, in conjunction with the Secretary shall call meetings of the Management Committee must meet at least four times in each period of 12 months at such place and time as the Committee may determine as necessary to manage the affairs of the Club

**4. Secretary**

1. Is a member of the Committee and has all the responsibilities as outlined in Clause 1
2. Is responsible for:
  1. keeping all records of the Club, including the Register of Members and ensuring that the register of committee members and club members contains all the required particulars
  2. preparing the minutes of the proceedings of Management Committee meetings and General Meetings;
  3. attending to inwards and outwards correspondence;
  4. performing such other duties as may be assigned by the President.
3. Shall also be the Public Officer and perform the duties and carry out the functions of Public Officer as specified by the Act.
4. In conjunction with the President or in the absence of the President – the Vice president shall call meetings of the Management Committee must meet at least four times in each period of 12 months at such place and time as the Committee may determine as necessary to manage the affairs of the Club.

**5. Treasurer**

1. Is a member of the Committee and has all the responsibilities as outlined in Clause 1
2. Shall ensure all money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank
3. Shall report to the Committee on a regular basis re the financial performance position of the club.
4. At each meeting of the Management Committee, shall provide a list of expenditures to be approved and routine expenditures made since the previous meeting.
5. Shall present an annual financial statement of accounts to members of the Club at the AGM, setting out income and expenditure for the calendar year and the assets held at the end of the year.

**6. Public Officer**

1. Shall be the direct contact for the club with the Dept Fair Trading and shall pass onto the Committee any matters raised or correspondence from the Dept.
2. Shall ensure that the club completes and returns to the Dept. all necessary annual reports and informs the Dept. of any changes to the Constitution.
3. Shall ensure that the Committee operates within the law, within the requirements of the Dept and within the Constitution and will raise any concerns re the operation of the club firstly with the President, then with the Committee, and if unsatisfied, then with the Dept.
4. Shall ensure all books, documents and securities are appropriately kept and maintained and be an authorised signatory in all of the Club's legal matters along with the President, Vice-President, and Treasurer
5. Shall ensure books and documents of the Club shall be made available for inspection free of charge by any member of the Club at any reasonable hour and after reasonable notice by the member.