

# Committee Positions And Responsibility

## Composition

The committee consists of the below 7 positions

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- 3 General Committee Members

In addition to this, one of the committee members must also hold the position of Public Officer.

## Responsibilities

### Chairperson

1. Must preside at all General meetings and Committee meetings if present.
2. Can request a report, balance sheet or financial statement from the Treasurer.
3. Ensure that the club's objects and purposes are maintained.
  - a. To provide a venue for all members to engage in tabletop games.
  - b. To promote the enjoyment of tabletop gaming to the general public.
  - c. To promote a positive and safe environment, particularly for young members, to engage in tabletop gaming.
  - d. To network with similar organisations to promote and develop tabletop gaming.

### Vice-Chairperson

1. Must preside at meetings if the Chairperson is absent
2. Ensure that the club's objects and purposes are maintained. (see Chairperson point 3)

### Secretary

1. Coordinate the correspondence of the club.
2. Keep minutes of all General meetings and Committee meetings.
3. Maintain the register of members.
4. Have custody of all books, documents, records and registers of the club except those held by the Treasurer.
5. Provide a copy of meeting minutes and the membership register upon request by any club member.

## **Treasurer**

1. Receive all money paid to or received by the club.
2. Pay all money received into the club's bank account within 5 working days.
3. Make any payments authorised by the Committee or by a General meeting of the club from the club's funds.
4. Ensure all expenses/withdrawals paid from the club's account are signed by two committee members who are authorised by the committee.
5. Ensure the accounting records of the club are kept and retained for seven years.
6. Submit a report, balance sheet or financial statement to the committee if requested by the Chairperson
7. Has custody of all securities, books and documents of a financial nature and accounting records of the club.

## **Public Officer**

1. Ensure that documents are filed with the department of business.
2. Registered representative of the club, whom legal process, notices or documents are served or sent to.
3. Keep a copy of the Constitution.
4. Provide a copy of the Constitution to any club members who requests it.
5. Required to notify the department of business within 14 days of any changes to their contact details occurring.
6. Required to provide a register of members to any club member who requests it if the Secretary fails to do so.
7. Ensure that accurate minutes are recorded and retained for any meetings held.
8. Ensure that the Club complies with the Constitution and relevant Regulations.
9. Ensure that the yearly financial audit is done, presented at to the club members at a general meeting and filed with the department of business within 14 days of being presented.