

Executive role descriptions

All members of the executive committee have responsibility to comply with the Act, the Regulations, this constitution, and any resolutions passed by the executive committee and in a general meeting.

(1) The executive committee:

(a) is to control and manage the affairs of the association, and

(b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and

(c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association, and

(d) is to consider, report and make recommendations to the members of the association in general meeting, on all matters relevant to the association's objectives, which are placed before it and on any matters referred to it by a general meeting of members, and

(e) is to appoint the public officer of the association in accordance with the Act, and

(f) is to appoint life members, and

(g) is to carry out its functions for the benefit, so far as practicable, for the association with due diligence and care and a duty to not dishonestly use their positions or information obtained as an executive committee member with the intention directly or indirectly of getting an advantage for themselves or any other person or by causing detriment to the association.

(2) Executive committee members have a duty to disclose any conflict of interest between their own affairs and the affairs of the association.

(3) An executive committee member must not allow the association to trade while insolvent and ensure, with the rest of the executive committee, that the financial affairs of the association are managed responsibly

(4) The Act will provide protection from personal liability for executive committee members (or a person acting under the direction of an executive committee member) who act in good faith while undertaking the executive committee members' functions under the Act. This also covers omissions that were made in good faith

(5) An office-bearer may hold up to two offices, other than both the offices of president and vice-president.

(6) Members of the executive committee must abide by the Association Code of Conduct.

(7) An office bearer must attend executive meeting whenever possible and considering all proposals in order to be part of the team and deliver on the agreed plans for the association

President

According to the constitution, the president of the association presides at meetings of the executive committee and the general meetings.

The wider role of the PBPA president is to offer leadership to all aspects of the PBPA and to assist in providing support to sub-committees and working parties in achieving their goals and ensuring a well-run association by:

- Establishing good relationships with members, being respectful of everyone's rights and responsibilities.
- Providing leadership in developing plans for the future of the PBPA and what strategies will be implemented to facilitate the plans success.
- Developing a collaborative relationship with the executive committee, Sub-Committee members, Working Party members, Community members, other Local Resident Groups, RFS, Central Coast Council etc fostering a good working relationship with all.
- Planning meetings and following up on actions from previous meetings in conjunction/ consultation with the executive committee.
- Embracing the principles of impartiality, tact, respect, inclusiveness, and common sense.
- Observing constitutional requirements and working with the membership so that all members of the PBPA abide by the PBPA's constitution and associated guidelines.
- Convening and chairing all general and executive meetings of the association, ensuring that they run in accordance with the agenda and constitution.
- Ensuring all office bearers fulfil their duties and recognise the scope and importance of their role.
- Managing conflicts within the executive committee and working to achieve positive outcomes.
- Leading any investigation and resolution of complaints made against the association or individual members.
- Handling media enquiries (in association with the publicity officer), Central Coast Council enquiries and all external enquiries.
- Ensuring that the community is kept informed of activities and developments by providing relevant information for agendas, The Gem, the PBPA website, email notices, the community notice board etc.
- Reviewing draft minutes of executive committee meetings and PBPA General Meetings and ensuring they are posted on the PBPA website in a timely manner.
- Checking and approving bank transactions.
- Preparing the annual report for presentation at the AGM.
- Undertaking ex officio member duties on all sub-committees. The president is a speaking and voting member of all sub-committees.

Treasurer

According to clause 20 of the constitution, the treasurer must ensure:

- (a) all money owed to the association is collected, and
- (b) all payments authorised by the association are made, and
- (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities, and
- (d) an annual financial report is prepared, and
- (e) all financial information is provided to enable an independent audit, and

Responsibilities under clause 20 also include:

20(a) Debtors and Invoicing:

- i) invoicing for hall hire, annual membership fees, sponsorship and other invoices as required
- ii) recording of cash receipts, EFTPOS and electronic payments
- iii) debtors management

20(b) Creditors and payments:

- i) are addressed to the Pearl Beach Progress Association
- ii) all have substantiation documents
- iii) be recorded in the cloud accounting software
- iv) paid on time and in full unless otherwise instructed
- v) are authorised by two executive members

20(c) Bookkeeping and monthly reporting:

- i) allocation of all transactions to the relevant account and job, as required.
- ii) Liaise with assistant secretary for annual membership fees received
- iii) manage cash flow
- iv) preparation of bank reconciliations
- v) preparation and presentation to the executive committee
- vi) reports include current month profit and loss, year to date profit and loss with prior year comparative, balance sheet at month end, current month cash flow and job report
- vii) presentation of the monthly financial statements to the general meetings

20(d) Annual financial statements

- i) Preparation of annual financial statements as at the year ended 30 June

20 (e) Annual Financial Audit

- i) Provide annual financial statements
- ii) Provide supporting documentation
- iii) Liaise with appointed auditor

20 (f) Annual General Meeting

- i) Present audited annual financial statements to the Annual General Meeting.

Vice-presidents (2)

The constitution requires that if the president is absent one of the vice-presidents presides at the meeting of the executive committee or the general meeting.

Overriding responsibility is to uphold the objectives of the Pearl Beach Progress Association and to exercise the powers and duties as a member of the executive committee as laid out in its constitution.

The wider role of the vice-president includes acting as president when situation arises and completing those duties as per the president's role statement.

Vice-presidents may take on specific roles depending on their skills. For example:

- gaining support from federal, state and local government on agreed matters of interest to the association and maintaining regular dialogue with them.
- working with Central Coast Council to achieve a more sustainable infrastructure, through maintenance and improvement of our essential assets ie roads, stormwater drainage and public amenities.
- joining sub-committees or working parties to support them achieve their aims. (Often they will lead these sub-committees or working parties.)
- investigating and applying for grants.
- investigating and managing fundraising activities.
- managing general meeting catering and ensuring the hall is left clean and tidy after the meeting.
- Assisting with IT such as website and social media

Note: some of these roles may be taken up by an ordinary member. The executive committee meets and determines who can take on these roles at the first meeting after the election.

Secretary

Specific secretarial tasks include:

- Prepare the Agenda for all general, executive and special meetings and AGM
- Publish a list of all general meeting dates for the year .
- Put out signs in front of hall and corner of Pearl Beach Dr and Diamond Rd
- Send out notification of meetings to members and friends regarding meetings and other important information, including links to Agenda, previous GM and financials.
- Keep the minutes of all special, executive and general meetings and ensure they are ratified at the following meeting.
- Keep a register of those in attendance at all meetings and apologies.
- Once minutes are ratified ensure that they are placed securely in the PBPA cloud storage; together with individual sub-committee reports and documents.
- Ensure ratified minutes are placed on the associations website.
- Respond and attend to member correspondence
- Maintain a record of all correspondence (mail and email); and file this correspondence securely in the PBPA cloud storage.
- Maintain a record (in the PBPA cloud storage) of important documents eg Title deeds ; Insurance policies. Fire Safety statements.
- Keep a secure record of all applications for grants and results of same
- Maintain register of the executive team
- Maintain register of hall key holders
- Receive executive committee nomination forms and process to returning officer
- Keep the minutes of all elections of all executive members
- Update PBPA policy guideline documents as changes occur
- Consider, report and make recommendations to the members of the Association.
- Take overall responsibility for general meetings by ensuring the slide pack is ready and can be projected. These may be created by others.).
- Ensure on-line meeting process is available if needed for general meeting.
- Manage association IT hardware and software. Tasks can be delegated.
- Manage website and social media pages. Tasks can be delegated.

The secretary may co-opt others on the executive committee to assist but maintains overall responsibility.

Often the secretary is appointed as the Public Officer. The Public officer acts as the official point of contact for PBPA and Department of Fair Trading and ensures safe keeping of all documents as required by the constitution.

Assistant secretary

The assistant secretary's role is to assist the secretary by taking on some of the secretary's task when delegated to them. While they usually include the following, they can be altered according to the mix of skills on the executive team. For example an ordinary member or a vice-president may have the greater IT skills.

These usually include:

- 1) Maintenance of Pearl Beach Progress Association (PBPA) members register.
 - a) Inform the executive committee of new membership applications received.
 - b) Add members as instructed by the executive committee.
 - c) Remove members as instructed by the executive committee or as a result of an instruction from the member in question, or as a result of non payment of membership fees as confirmed by the treasurer.
 - d) Updating of membership details (address, email, phone number etc) when informed by the member in question.
 - e) Register to be maintained in an electronic / digital form (with the ability to be printed).
 - f) Register to be held securely and accessible to authorised members of the executive committee.
 - g) Register to be available to members of the Pearl Beach Progress Association as stipulated in the Constitution.
- 2) Enter into correspondence with individuals to assist them to become PBPA members and to manage their ongoing membership.
- 3) Mailing List Maintenance
 - a) Ensure that members mailing list accurately reflects the details held in the members register.
 - b) Ensure that any members opting out of mailings are removed from the relevant mailing list.
- 4) Dissemination of information
 - a) In consultation with and agreement of members of the executive and its sub committees
 - i) Post information re: events, newsletters and other relevant items on the PBPA website, Facebook and Instagram pages
 - ii) Send to PBPA members via email information re: events, newsletters and other relevant items in a form that complies with Australian spam legislation.
 - iii) Send THE GEM newsletter to those who have subscribed to THE GEM but are not PBPA members
- 5) Facilitate General Meetings through the creation and projection of overhead slides if requested.

Publicity officer

The publicity officer's main purpose is:

- To publicise and promote coming events and activities being organised by the PBPA as well as local social groups and associated Pearl Beach community organisations and committees
- When appropriate place emphasis on income generating and fundraising activities/events
- Identify local issues that may benefit from media attention. Examples: Baits on the beach, and establishment of a 'Safer Place' at the Memorial Hall

This is done by:

- Keeping abreast of appropriate local media and publicity outlets which include, print materials, radio, television, social media and websites.
- Forming relationships with editorial and personal contacts.
- Preparing material for social media and utilising local and community social media facilitators.
- Providing editorial input to the Pearl Beach GEM editor.
- Liaising with individual local groups for updated material and information.
- Preparing regular 'What's On' and 'Coming Events' publicity materials.
- Drafting flyers, posters, banners, corflutes etc and arranging printing.
- Distributing flyers, posters and hand-outs to appropriate outlets, eg: local caravan parks, libraries and other suitable locations.

Note the publicity officer may form a team to assist with the design, production and distribution of publicity material.

Special consideration:

- At all times ensure that the integrity of the Pearl Beach Progress Association Inc. be maintained and that truthful media releases and reports be upheld.
- When necessary inform the Pearl Beach Association executive committee of any controversial issues being considered for media release

Ordinary executive member

An ordinary executive member, like all office holders, has a responsibility to comply with the Act, the Regulations, this constitution, and any resolutions passed by the executive committee and in a general meeting and:

- Attend executive meetings whenever possible and consider all proposals in order to be part of the team managing the affairs of the association.
- Join sub-committees or working parties where the ordinary executive committee member's skills and expertise can be beneficial.
- Support, where possible, the activities and events of the association.
- Carry out any actions for the benefit, so far as practicable, for the association with due diligence, care, honesty and fairness thus ensuring no advantage for themselves or any other person or causing detriment to the association.
- Disclose any conflict of interest between their own affairs and the affairs of the association.
- Ensure, with the rest of the executive committee, that the financial affairs of the association are managed responsibly.

Membership of sub-committees or working parties holds responsibilities:

- An ordinary member may join a sub-committee or working party and consider all proposals in order to come to decisions which will benefit the association.
- If the ordinary member accepts the role of coordinator or convenor then they are to coordinate the work of the subcommittee or working party to the best of their abilities to achieve the aims as stated in the terms of reference, including reporting back to the executive and the membership.

Ordinary member's skills are utilised through taking on other responsibilities such as:

- providing technical support eg IT, audio-visual equipment, internet, social media
- investigating and applying for grants.
- investigating and managing fundraising activities.
- managing general meeting catering and ensuring the hall is left clean and tidy after the meeting.