



BELLINGEN
SHIRE COUNCIL

S355 Committee

Summary of Office Bearer Positions

Office Bearers must have access to a computer, have suitable computer skills and be able to use email as a major form of communication.

The following information provides a position overview of the office bearer positions on the Committee. For small committees a member can hold two positions.

For more details, please refer to the *Section 355 Committee Guidelines Manual*

Chairperson

The duties of the Chairpersons are to:

- Manage the operations of the Committee including meetings.
- Act as official representative on the Committee.
- Ensure smooth running of all committee meetings.
- Preside over meetings, ensuring all committee members have an equal opportunity to speak.
- Be impartial and remain objective.
- Regulate meetings, ensuring that sufficient time is allocated for discussion and decision making.
- Provide background on matters discussed so that all members are equally informed.
- Summarize decisions made by the committee, thus clarifying the 'who, what, when and how' of the decisions being made.
- Receive and put to the meeting for debate any motion that is brought before the committee.
- Act as spokesperson for the committee, where an appropriate delegation has been provided by Council.
- Prepare meeting agendas in consultation with the secretary.
- Ensure the committee operates within its Constitution/Terms of Reference.

Secretary

The secretary is often the first point of contact with the committee through correspondence, email and/or by phone. In the absence of the secretary another committee member shall be elected as minutes secretary.

The duties of the Secretary are to:

- Deal with all incoming and outgoing correspondence and present it at committee meetings for either receipt or confirmation.
- Notify members of meetings
- Provide notices and agendas of committee meetings to committee members.
- Keep accurate records in accordance with the State Records Act 1998
- Take and distribute meeting minutes
- Ensure that official files and records are kept and maintained.

Treasurer

The Treasurer has responsibility for keeping the financial records of the committee.

The duties of the Treasurer are to:

- Liaise regularly with the Bookings Officer.
- To be responsible for receipting all money payable to the committee
- Keep correct accounts and books showing the financial affairs of the committee.
- Bank all monies received to the credit of the Council/committee.
- Submit financial statements to the Council as required.
- Report on income, expenditure and cash flow.
- Provide an up-to-date treasurers report at each committee meeting.
- Close off the committee's financial records at 31 December each year and send the required documentation to Council for audit purposes by 31 January.
- Recommend to the committee fees and charges for facility use to a level to be able to maintain the facility as well as provide a venue for community use.
- Provide Council with any financial information or documentation upon request

Booking Officer

The duties of the Booking Officer are to:

- Answer enquiries and record bookings for the facility.
- Provide a user agreement for Council facilities to all hirers.
- Ensure that all user agreements for Council facilities are fully completed and all relevant information attached prior to approval of the hire.
- Ensure regular hirers have provided a certificate of currency for public liability insurance.
- Issue receipts for hiring fees and insurance cover.
- Issue keys or electronic entry details to hirers, contractors, etc.
- Inspect the facility after use for damage and/or cleaning requirements and to inform the Treasurer prior to reimbursement of any bond or deposit money.
- Forward copies of relevant correspondence and booking records regarding bookings to Council if requested to do so.

General Committee Members

All committee members have an important role, both in the general duties of the committee and at meetings. Attendance and participation in decision making at meetings is vital to the effectiveness of the committee.

It is the responsibility of all committee members to:

- Familiarise themselves with their committee's Constitution/Terms of Reference to ensure that they are aware of how their Committee is to function.
- Attend most committee meetings.
- Participate in meetings. This involves
 - being on time
 - sticking to the agenda
 - contributing to the discussion where appropriate
 - being objective and listening to others' views
 - volunteering to do some of the necessary tasks required.
- Support the office bearers in carrying out their jobs.
- Assist in organising the Annual General Meeting.
- Attend and participate in any planning meetings that may be held.
- Where a facility is involved, making sure the facility is being maintained and runs smoothly.

NOTE: Committee members wanting information or advice from Council should refer the enquiry through the Chairperson or Secretary. The Chairperson may delegate this responsibility to another person on the committee.