



South Sydney Indian Association

Management committee positions roles and responsibilities

Committee members have specific functions and responsibilities under the Act, including:

- ensuring all documents in their possession that belong to the association are delivered to the public officer within 14 days after vacating office
- ensuring that the register of committee members contains all the required particulars
- disclosing an interest in a matter that conflicts with the performance of their duties
- ensuring information obtained as a committee member is not used dishonestly
- ensuring their position as a committee member is not used dishonestly
- carry out his or her functions for the benefit, as far as practical, of the association and with due care and diligence
- appointing a public officer and ensuring that any vacancy is filled within 28 days
- appointing additional authorised signatories and removing such appointments
- ensuring that annual general meetings are held within 6 months after the close of the association's financial year
- ensuring proper minutes and financial records are kept and financial statements prepared in accordance with requirements for either a Tier 1 or Tier 2 association
- lodging an Annual summary of financial affairs with the prescribed fee within 1 month of the association's annual general meeting
- ensuring that the association's full name appears on all official documents and publications
- ensuring that the association does not incur debts that are not expected to be repaid
- ensuring that the association does not do any act with intent to defraud
- ensuring that any document addressed to the association is brought to the attention of the committee as soon as practicable
- complying with any additional duty set out in the constitution.

In addition, members of the committee should:



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- be aware of the duties of the public officer and ensure they are properly carried out
- ensure that new committee members are aware of their statutory obligations and responsibilities to the association
- 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.

Disclosure of interests

If a committee member has a direct or indirect interest in a matter being considered or about to be considered at a committee meeting, and the interest appears to raise a conflict with the proper performance of his or her duties in relation to the consideration of the matter the committee member must, as soon as possible after becoming aware of this interest, disclose the nature of the interest at a committee meeting.

The committee must deal with any disclosure of interest as required by section 31 of the Act.

The details of the interest must be recorded in the committee meeting minutes and in the Register of disclosed interests.

Unless the committee determines otherwise, the committee member cannot:

- be present while the matter is discussed at the committee meeting, or
- take part in any decision of the committee with respect to that matter.

What is the role of authorised signatories?

An authorised signatory is a person with authority to sign official documents on behalf of the association.



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The public officer is automatically one of the authorised signatories. However, the public officer is not automatically a signatory to the association's bank account.

The committee may appoint other committee members as additional authorised signatories.

An association must have at least 2 authorised signatories.

An association can execute a document by using a common seal, witnessed by 2 authorised signatories, or just by having 2 authorised signatories sign the document.

The committee should notify any change in its authorised signatories to any party they deal with regularly.

What records must be kept?

The committee must ensure the association keeps and maintains the records of the association required by the Act or otherwise required for the efficient running of the association.

Go to the [Association records](#) page for information on the registers and other documents that should be kept and maintained by an association.



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SPECIFIC DUTIES:

PRESIDENT

The president is responsible for the leadership, direction and coordination of the activities of the Association.

The president is required to

- a) preside at all general and Management Committee (aka Core Committee) meetings.
- b) act as a signatory for the Association in all legal and financial purposes
- c) serve as official spokesperson when required
- d) work with the Management Committee to ensure the necessary skills are represented on the Management Committee and that a succession plan is in place to help find new Committee members when required
- e) oversee development of relevant policies, strategic and business plans in order to achieve the goals of the Association.
- f) ensure that a member from the Management Committee is duly represented as chairperson on all designated specialist subcommittees formed within the Association.
- g) approve the AGM agenda, and other meeting agenda



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VICE PRESIDENT

The Vice President is responsible for the coordination of the activities of the Association.

The vice president is required to

- a) preside at general or executive meetings and act as the president, in the absence of the president or when the president is unable to act in that role.
- b) act as official spokesperson at the request of the president.
- c) be an alternate signatory for the Association for legal purposes and financial purpose
- d) assist the president in deciding which matters are dealt with by the office bearers, the Management Committee or delegated to subcommittees
- e) assist the president with strategies and plans for the Association
- f) identify potential grants, seek management committee endorsement, and apply for grants, completing the necessary paperwork after obtaining the agreement of the president.
- g) prepare an AGM agenda, and all other meeting agenda throughout the year in consultation with other Management Committee office bearers
- h) ensure minutes of all meetings are recorded by the secretary, have been reviewed, and approved by the management committee.
- i) Coordinate monthly meetings in association with the approval of the President, Secretary with the input of other management committee members.
- j) assist with development of aims and relevant business and strategic plans in order to achieve the goals of the Association.
- k) Coordination of obtaining statuses with the approval of the management committee: E.g. Charity status, and Deductable Gift Recipient.
- l) Hand over to the next vice president, all paper work, assets and information



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7.3. SECRETARY

The secretary is responsible for effective maintenance and management of records of the Association and to assist the president to perform Association duties.

The secretary is required to

- a) ensure that the records of the Association are maintained as directed by law and made available when required by authorised persons
- b) maintain the register of members in accordance with the Model Rules of incorporation
- c) give proper notification of meetings. Develop and distribute an agenda prior to meetings, in consultation with Committee members
- d) manage written Minutes of Management Committee meetings and distribute to members in a timely manner.
- e) Manage general incoming and outgoing correspondence and ensure that accurate and sufficient documentation exists to meet legal requirements.
- f) ensure written handover of all relevant information to the incoming secretary



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7.4. TREASURER

The treasurer is responsible for all incoming and outgoing finances of the Association.

The treasurer is required to

- a) prepare an annual budget, in consultation with the President and Finance Subcommittee, projecting income and expenditure for the financial year of the Association.
- b) maintain an accurate record of all receipts and expenditure of the Association in appropriate file format and maintain supplies of stationery.
- c) receive all monies, including membership subscriptions paid to the Association and issue receipts in the name of the Association. Pay all monies received into the Association's account within 5 working days of receipt.
- d) notify secretary and Membership Subcommittee of new memberships.
- e) pay all accounts presented by the Association in a timely manner. Authorisation of payment of amounts greater than \$250 must be given by the Management Committee
- f) Ensure that all invoices and cheques are approved by 2 signatories from the office bearers of the Management Committee which include the president, vice president, secretary and treasurer.
- g) prepare and present a written financial statement for each Management Committee Meeting
- h) prepare financial statements for presentation at the Annual General Meeting in accordance with the Act
- i) present the Accounts of the Association
- j) lodge financial statements with NSW, within one month after the AGM in conjunction with the appropriate signed declarations
- k) maintain files of members and non members for five years
- l) ensure written handover to the incoming treasurer



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7.5. FOUNDER MEMBERS

The honorary position(s) of Founder Member can be bestowed by the management committee,

- a) Must be an original founder of SSIA
- b) Remain voting members of the management committee
- c) Can hold the role of Public Officer
- d) Participating in decision making.
- e) Can act as a signatory to bank account(s)
- f) Is a signatory to the association
- g) Can view financial statements at any time