



## Executive Committee Position Descriptions

### The President shall:

1. Convene and chair meetings
2. Act as Association spokesperson
3. Ensure that correspondence is dealt with
4. Prepare a written President's report for each meeting
5. Respond to telephone enquiries on the Association phone
6. Represent the Association at other meetings as required
7. Be a signatory to Association accounts

### The Treasurer shall:

1. Receive and bank the Association's monies
2. Prepare a financial statement for each of the Association's Meetings
3. Ensure the membership register is maintained and that membership receipts and numbers are issued
4. Present account books for inspection when requested
5. Be a signatory to Association accounts
6. Prepare a draft annual budget in consultation with the Executive for presentation at the Annual General Meeting

### The Vice-President shall:

1. Act for the President when required

### The Secretary shall:

1. Maintain Minutes as a true and correct record of meetings in a Minute Book
2. Receive, report and respond to correspondence according to the Executive's instruction
3. Prepare and distribute meeting agendas
4. Disseminate mail received (from the PO Box) to appropriate executive members
5. Attend to some banking as required
6. Be a signatory to Association accounts

### The Assistant Treasurer shall:

1. Assist the Treasurer

### The Publicity Officer shall:

1. Prepare and distribute quarterly newsletter
2. Seek advertising and publicity for the Association

### The Conference Convenor/Fundraising Officer shall:

1. Plan and organise all Association conferences
2. Co-opt a sub committee to assist wherever necessary, each sub-committee approved by the Executive Committee
3. Organise fundraising activities at the direction of the Executive, including acquiring prizes
4. Prepare a written report for each of the Association's meetings If required
5. Be a signatory to the Fundraising Account



# The Family Day Care Carers' Association of NSW Inc.



## Carers supporting carers

### **The Committee members (up to 6) shall:**

1. Represent financial members; ideally comprise equal representation of city/country schemes
2. Assist the office bearers to conduct the business of the Association

### **The Regional representative shall:**

1. Report on business of a regional nature (preferably written)
2. Assist the office bearers to conduct the business of the Association

**The Membership Register** is currently maintained by the President but has, in the past, been included with Treasurer or Secretary positions.

### **Membership Register Responsibilities include:**

1. Issue and post membership renewal notices and final notices
2. Issue receipts and membership cards to members
3. Maintain and update details in membership register
4. Maintain and update address label list
5. Ensure Publicity officer has address labels for posting of *Carers Voice*