

Executive role descriptions

All members of the executive committee have responsibility to comply with the Associations Incorporation Act 2009, the Regulations, the Constitution, and any resolutions passed by the executive committee and in a general meeting.

The Associations Incorporation 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.

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. An executive committee member or members:

- (a) have a duty to disclose any conflict of interest between their own affairs and the affairs of the association.
- (b) 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
- (c) may hold up to two offices, other than both the offices of president and vice-president.
- (d) must abide by the Association Code of Conduct and be respectful of everyone's rights and responsibilities.
- (e) must attend executive meeting whenever possible and consider all proposals in order to be part of the team and deliver on the agreed plans for the association
- (f) must embrace the principles of impartiality, tact, respect, inclusiveness, and common sense.
- (g) must disclose any conflict of interest between their own affairs and the affairs of the association.

- (h) must ensure, with the rest of the executive committee, that the financial affairs of the association are managed responsibly.
3. Executive members are expected to share those responsibilities that are not specific to a particular role and these include the following as examples:
- (a) gaining support from federal, state and local government on agreed matters of interest to the association and maintaining regular dialogue with them.
 - (b) working with Central Coast Council to achieve a more sustainable infrastructure, through maintenance and improvement of our essential assets i.e. roads, stormwater drainage and public amenities.
 - (c) joining sub-committees or working parties to support them achieve their aims. (Often, they will lead these sub-committees or working parties.)
 - (d) investigating and applying for grants.
 - (e) investigating and managing fundraising activities.
 - (f) managing general meeting catering and ensuring the hall is left clean and tidy after the meeting.
 - (g) assisting with IT such as website and social media.
 - (h) supporting, where possible, the activities and events of the association.
 - (i) development of association policies, procedures and guidelines including the following examples:
 - i. The code of conduct
 - ii. The welcome pack
 - iii. The style guide
 - iv. The communication and publicity guidelines
 - v. The video conferencing policy
 - vi. The executive role descriptions (this document)

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 the association is well-run by:

1. Providing leadership in developing plans for the future of the PBPA and what strategies will be implemented to facilitate the plans success.
2. 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.
3. Observing constitutional requirements and working with the membership so that all members of the PBPA abide by the PBPA's constitution and associated guidelines.
4. Convening and chairing all general and executive meetings of the association, ensuring that they run in accordance with the agenda and constitution.

5. Ensuring all executive members fulfil their duties and recognise the scope and importance of their role.
6. Managing conflicts within the executive committee and working to achieve positive outcomes.
7. Leading any investigation and resolution of complaints made against the association or individual members.
8. Handling media enquiries (in association with the publicity officer), Central Coast Council enquiries and all external enquiries (in conjunction with the Secretary).
9. Reviewing draft minutes of executive committee meetings and PBPA General Meetings and ensuring they are posted on the PBPA website in a timely manner.
10. Ensuring the management and approval of bank transactions is delegated to executive members who are approved to do so within the agreed threshold.
11. Preparing the annual presidents report for presentation at the AGM.
12. Undertaking ex officio member duties on all sub-committees. The president is a speaking and voting member of all sub-committees.

Treasurer

In accordance with the constitution, the treasurer must ensure:

1. all money owed to the association is collected
2. all payments authorised by the association are made
3. 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
4. an annual financial report is prepared
5. all financial information is provided to enable an independent audit.

Responsibilities under the constitution also include:

1. Debtors and Invoicing:
 - (a) invoicing for hall hires, sponsorship and other invoices as required
 - (b) recording of cash receipts, EFTPOS and electronic payments
 - (c) managing debtors – ie handling outstanding customer invoices
2. Creditors and payments:
 - (a) are addressed to the Pearl Beach Progress Association
 - (b) all have substantiation documents
 - (c) are paid on time and in full unless otherwise instructed
 - (d) are authorised by two executive members
3. Bookkeeping and monthly reporting:
 - (a) defining appropriate categories and jobs
 - (b) allocating all transactions to the relevant account and job, as required.
 - (c) ensuring that the payment of annual membership fees are appropriately recorded

- (d) managing cash flow
 - (e) preparing bank reconciliations
 - (f) preparing and presenting financial statements to the executive committee
 - (g) ensuring 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
 - (h) presenting the monthly financial statements to the general meetings
4. Annual financial statements
 - (a) preparing annual financial statements as at the year ended 30 June
 5. Annual Financial Audit
 - (a) providing annual financial statements
 - (b) providing supporting documentation
 - (c) liaising with appointed auditor to ensure the audit is provided in alignment with the requirements of the AGM
 6. Annual General Meeting
 - (a) presenting audited annual financial statements to the Annual General Meeting.

Other responsibilities include:

1. Defining any forms for handling expense management and re-imbursement and ensuring they are completed.
2. Recording all financial transactions in a location and by a method as agreed by the executive committee.
3. Being the convenor of the Finance Working Group when the formation of the group is required.
4. Leading the development of the annual budget.

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 situations arise and completing those duties as per the president's role statement.

Vice-presidents are often asked to take up responsibilities for tasks that relate to the engagement with external parties and/or organisations, such as the Central Coast Council.

Secretary & Assistant Secretary

The responsibilities and associated tasks that fall under the remit of the Secretary are considerable and for this reason the association also has an Assistant Secretary. The Secretary can delegate a number of these responsibilities or associated tasks to the Assistant Secretary. This is normally done at

the beginning of the term but can be adjusted throughout the year if required. Depending on the skills or the time available to each member assigned to each of these roles each year, the responsibilities assigned to each can change for one year to the next.

The secretarial responsibilities and tasks include:

1. Planning meetings and following up on actions from previous meetings in conjunction/ consultation with the President and other members of the executive committee.
2. Preparing the Agenda for all general, executive and special meetings and AGM
3. Publishing a list of all general meeting dates for the year.
4. Ensuring signs are put out in front of hall and corner of Pearl Beach Dr and Diamond Rd
5. Sending out notification of meetings to members and friends regarding meetings and other important information, including access to supporting documentation including the Agenda, previous Minutes and financial reports.
6. Keeping the minutes of all special, executive and general meetings and ensure they reviewed and then ratified at the following meeting, in accordance with the PBPA Communication and Publicity Guidelines
7. Keeping a register of those in attendance and those who have given apologies for all association meetings.
8. Ensuring all ratified copies of minutes together with individual sub-committee reports and documents are stored securely within the PBPA designated storage location; together with individual sub-committee reports and documents.
9. Ensuring ratified versions of the following documents are published on the association's website:
 - (a) Executive Minutes
 - (b) General Meeting Minutes
 - (c) General Meeting Presentations
 - (d) AGM minutes
 - (e) AGM Presidents Reports
10. Ensuring correspondence is responded to in a timely manner.
11. Maintaining a record of all correspondence and ensure copies of each are stored securely within the PBPA designated storage location for correspondence.
12. Ensuring all copies of important documents e.g. Title deeds; Insurance policies. Fire Safety statements and PBPA policy & guidelines, are stored securely within the PBPA designated storage location.
13. Keeping a secure record of all applications for grants and results of same
14. Maintaining register of the executive team
15. Maintaining register of hall key holders
16. Receiving executive committee nomination forms and process to returning officer
17. Updating PBPA policy & guideline documents as changes occur
18. 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.

19. Taking overall responsibility for assisting the President in running the general, special and annual general meetings by ensuring the meeting presentations are produced ready for and are projected during the meetings.
20. Managing the remote video conferencing process for all meetings where that require this facility
21. Managing and administering the association IT systems
22. Managing and administering the associations website and social media pages.
23. Ensuring that all PBPA documentation is produced in accordance with the PBPA Style Guide
24. Maintaining Pearl Beach Progress Association (PBPA) members register.
 - (a) informing the executive committee of new membership applications received.
 - (b) adding members as instructed by the executive committee.
 - (c) removing members as instructed by the executive committee or as a result of an instruction from the member in question, or as a result of nonpayment of membership fees
 - (d) updating of membership details (address, email, phone number etc.) when informed by the member in question.
 - (e) maintaining the register in an electronic / digital form
 - (f) ensuring the register is held securely and accessible to authorised members of the executive committee.
 - (g) making the register available to members of the Pearl Beach Progress Association as stipulated in the Constitution.
 - (h) providing copies of the register when required in line with the association's information policy
 - (i) providing assistance to individuals in completing membership applications when requested.
25. Mailing List Maintenance
 - (a) ensuring that members mailing list accurately reflects the details held in the members register.
 - (b) ensuring that any members opting out of mailings are removed from the mailing list.
26. Dissemination of information
 - (a) in consultation with and agreement of members of the executive and its sub committees and in accordance with the PBPA Communication and Publicity Guidelines:
 - vii. Post information re: events, newsletters and other relevant items on the PBPA website, and social media
 - viii. Send to PBPA members via email information re: events, newsletters and other relevant items in a form that complies with Australian spam legislation.
 - ix. Send THE GEM newsletter to those who have subscribed to THE GEM but are not PBPA members

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

It is also common for the secretary to be 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. Another member of the executive committee may be

appointed as the Public Officer.

Publicity officer

The publicity officer's main purpose is:

1. 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, in accordance with the PBPA Communication and Publicity Guidelines.
2. When appropriate place emphasis on income generating and fundraising activities/events
3. Identify local issues that may benefit from media attention. Examples: Bait on the beach, and establishment of a 'Safer Place' at the Memorial Hall
4. This is achieved by:
 - (a) Keeping abreast of appropriate local media and publicity outlets which include, print materials, radio, television, social media and websites.
 - (b) Forming relationships with editorial and personal contacts.
 - (c) Managing the development of material for social media and utilising local and community social media facilitators in accordance with the PBPA Style Guide
 - (d) Providing editorial input for the PBPA Website and Pearl Beach.
 - (e) Liaising with individual local groups for updated material and information.
 - (f) Managing the development of material the publication of upcoming Events in accordance with the PBPA Style Guide.
 - (g) Managing the development of flyers, posters, banners, corflutes etc. in accordance with the PBPA Style Guide and arranging their printing.
 - (h) Distributing flyers, posters and hand-outs to appropriate outlets, e.g. local caravan parks, libraries and other suitable locations.
5. 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.
6. 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, the constitution, and any resolutions passed by the executive committee and in a general meeting. They are to attend executive meetings whenever possible and consider all proposals in order to be part of the team managing the affairs of the association.

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.

An ordinary member is encouraged to take on a share of the general responsibilities that are not assigned to the specific roles of the office holders.