

GREAT NORTHERN TELECENTRE INC.

COMMITTEE POSITION DISCRIPTIONS

MANAGEMENT COMMITTEE: Must have at least three members consisting of President, Vice-President, Secretary, Treasurer and any one else elected at the Annual General Meeting. However, one member can not hold the office of both President and Treasurer.

Committee members must be 18 years of age and the Secretary must reside in Qld or if a resident of another State, resides within 65km from the Qld border.

The positions of President, Secretary and Treasurer must not remain vacant for more than one month.

The management committee is ultimately responsible for the operation of the Great Northern Telecentre association. This includes following, interpreting and enforcing the association's rules and make sure the association complies with the Act and Regulation. The management committee also needs to ensure the association complies with any other relevant laws.

STATUTORY OBLIGATIONS OF THE MANAGEMENT COMMITTEE

General:

- Ensuring the association's name appears in legible characters on all official documents such as advertising, business letters, accounts, official notices, publications, cheques and receipts.
- Ensuring financial affairs are audited annually.
- Assisting Telecentre staff and other committee members with Budget and Business Plans to be put in formation throughout the year
- Ensuring proper accounting records are kept which correctly record and explain the transactions of the association and its financial position.
- Lodging an annual return with the OFT.
- Notifying OFT of change of details including the association's postal address, Secretary's residential address and change of President, Treasurer, or Secretary within one month of appointment or change (complete form 10A).

To members:

- Ensuring a copy of the association's rules is available to all members.
- Ensuring the audited financial statements of the accounts of the association are submitted to members at the AGM.

Meetings:

- Ensuring the AGM is held each year within six months after the end of the association's financial year
- Ensuring the association complies with its rules on calling and holding meetings.
- Ensuring minutes of all committee and general meetings are kept.
- Ensuring any special resolution is carried out in accordance with the Act.
- Advise the committee of any conflict that may arise between their own interests and the interests of the association (eg activates that might result in financial gain).
- Ensure any documents addressed to the association are brought to the attention of the committee as soon as practicable after receipt.

GREAT NORTHERN TELECENTRE INC.

COMMITTEE POSITION DISCRIPTIONS

Although these are the main obligations of the entire committee, duties are divided as follows:

PRESIDENT:

- Should be aware of requirements under the Act, Regulation and rules and who is responsible for what duties.
- Must Chair all meetings they attend.
- Has the casting vote in a General Meeting in the case of a tied vote.
- Is responsible for the overall running of the committee and the business.
- Liaison with and provide mentoring and support to the staff on a regular basis.
- Prepare yearly business plan detailing exactly how this budget is to be achieved (in partnership with Telecentre staff and fellow committee members), including detailing individual committee members commitments.
- Review business plan and budget (dates of review to be planned with Telecentre staff) throughout the year
- Formation of an alternative plan in the case that the budget outcomes cannot be adhered to.
- Responsible for putting together and writing all grant and acquittals for funding (in partnership with Telecentre staff).
- Overseeing of funding expenditure.
- Oversee all maintenance jobs (in partnership with Telecentre staff).

VICE-PRESIDENT:

- Take all President's duties when president is unable to.

SECRETARY:

- Take minutes of all meetings accurately and ensure they are distributed and filed.
- Prepare agendas and notices for meetings in conjunction with the Telecentre staff.
- Liaise with Telecentre staff to review correspondence and distribute/reply as necessarily.
- Prepare yearly business plan detailing exactly how this budget is to be achieved (in partnership with Telecentre staff and fellow committee members), including detailing individual committee members commitments.
- Review business plan and budget (dates of review to be planned with Telecentre staff) throughout the year
- Formation of an alternative plan in the case that the budget outcomes cannot be adhered to.
- Oversee Correspondence to be tabled at meetings, kept by Telecentre staff.

TREASURER:

- Prepare (in partnership with Telecentre staff) all financial reports for audit.
- Sign off on correct payroll (fortnightly).
- Review accounts payable and outstanding debtors (in partnership with Telecentre staff).
- Sign cheques in accordance with accounts payable.
- Sign BAS lodgements.
- Prepare yearly budget (in partnership with Telecentre staff).
- Prepare yearly business plan detailing exactly how this budget is to be achieved (in partnership with Telecentre staff), including detailing individual committee members commitments.

GREAT NORTHERN TELECENTRE INC.

COMMITTEE POSITION DISCRIPTIONS

- Review business plan and budget (dates of review to be planned with Telecentre staff) throughout the year
- Formation of an alternative plan in the case that the budget outcomes cannot be adhered to.
- Oversee monthly budget targets (in partnership with Telecentre staff).
- Review financial reports (produced by Telecentre staff).

If a larger committee can be formed, providing the opportunity for sub-committees, some of the above roles may be delegated to sub-committee positions.