

# What the committee does

The management committee of an incorporated association has a number of responsibilities.

## General responsibilities

### Identify the association

The committee must ensure the association identifies itself properly by:

- Nominating and maintaining a physical address in Queensland for serving documents (this cannot be a post office box)
- Putting the association's name on the common seal
- Making sure the association's full name appears on all official documents, such as:
  - Advertising
  - Business letters
  - Accounts
  - Official notices
  - Publications
  - Cheques
  - Receipts.

### Manage financial affairs

The committee must manage the association's financial affairs by:

- Registering the association's land or interests in land
- Making sure that the financial statements are audited or verified annually
- Controlling the business dealings and operations
- Keeping up to date with [public liability insurance](#) (essential)
- Ensure proper record keeping of all transactions and the financial position of the organisation (in association with finance / admin officer or bookkeeper).

## **Report to members**

The committee must uphold their responsibilities to their members by:

- Making a copy of the association's rules available to all members
- Following the rules for calling and holding meetings
- Calling an AGM every year (within 6 months of the end of the association's financial year)
- Ensuring a secretary is elected or appointed at the AGM
- Submitting all the financial statements (audited or verified) at the AGM
- Keeping minutes of all committee and general meetings.

## **Lodge reports to us (East Creek uses OASIS for all report lodgements to the Department of Communities)**

The committee must ensure the association reports to us by:

- Lodging quarterly reports
- Notifying us about any changes of:
  - Office bearers (president, treasurer or secretary)
  - The association's postal address
  - The secretary's residential address
- Making sure that these reports don't contain or omit anything to make them false or misleading.

## **Act for the association**

Committee members should act in the association's best interests by:

- Acting in good faith
- Using reasonable care and skill while doing their duties
- Telling the committee if they have a possible conflict of interest (such as if a proposed action will financially benefit them)
- Not make false or misleading statements to the association's members
- Knowing the secretary's duties and make sure they are properly carried out
- Bringing any relevant letters, emails or other association documents to the committee's attention.

## **Follow the association rules**

The association rules might set out extra responsibilities or impose specific restrictions on the committee.

All committee members should be familiar with these rules.

## **Office bearers' responsibilities**

### **President**

The president:

- Chairs the committee
- Plays a major role in general meetings.
- Estimated 8 hours per month time commitment

Under the model rules, the president must chair every meeting they attend. If they can't attend a meeting, another committee member can sit in as acting chair.

### **Secretary**

The secretary's duties include:

- Keeping the register of members
- Sending and receiving letters, emails or other documents
- Advising the president or treasurer about urgent matters that arise from letters or other documents
- Taking nominations for the committee.
- Telling members about meetings (giving plenty of notice)
- Calling and convening all meetings
- Arranging the venue
- Preparing the agenda
- Gathering and presenting any relevant documents
- Taking and keeping of minutes of meetings
- Making the minutes available to members.
- Estimated 8 hours per month time commitment

## **Treasurer**

The treasurer is responsible for the financial affairs of the association. Their duties might include:

- Keeping and maintaining an asset register for the association
- Managing the petty cash balance
- Keeping the petty cash book up-to-date
- Documenting all payments made, including receipts, invoices and statements
- Maintaining all deposit and cheque books
- Making sure that the committee:
  - Approves or ratifies all payments made
  - Records details of these payments in the minutes
- Keeping all financial records in Queensland.

They must also keep track of payments received by using:

- A receipt book of consecutively numbered receipts
- A computer system that keeps track of these records.
- Estimated 8 hours per month time commitment