

# Duties of Committee Members

## All Committee Members

### Responsibilities

1. Contribute to Committee discussions, take on and follow through with actions decided at Committee meetings.
2. Have a positive attitude towards other Committee Members and all Alliance Française de Toowoomba Inc. members.
3. Recognise and declare conflicts of interest and act appropriately in any related committee decision.
4. Respect confidentiality and accept the decisions made by the Committee.
5. Attend Committee meetings (all Committee Members are expected to attend at least 60% of the meetings).

## President

The President has a strategic role to play in representing the vision and purpose of the Alliance Française de Toowoomba Inc. The President also ensures that there is full participation at meetings, that the social committee functions properly, all relevant matters are discussed and that effective decisions are made and carried out.

### Responsibilities

1. Ensure the Committee functions properly.
2. Ensure the organisation is managed effectively.
3. Provide support and supervision to administration assistant.
4. Represent the Alliance Française de Toowoomba Inc.

### Qualities and Skills Required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.

## Vice-President

The Vice-President acts as Deputy to the President and fulfils the functions of the President in his or her absence.

# Treasurer

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Committee to safeguard the organisation's finances. It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work is delegated to the administration assistant or volunteers.

## Responsibilities

1. General financial oversight.
2. Financial planning and budgeting.
3. Financial reporting.
5. Oversee Banking, book-keeping and record-keeping.
6. Control of fixed assets and stock.

## Qualities and Skills Required

- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

# Secretary

The role of the secretary is to support the chair in ensuring the smooth functioning of the Committee.

## Responsibilities

1. Perform responsible administration and arrangements for meetings.

## Qualities and Skills Required

- Organisational ability.
- Experience of (or willingness to learn) committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time-keeping.