



# NSW Neighbour Aid & Social Support Association Inc.

## **Executive Committee Duties and Responsibilities**

The objectives of the Executive Committee of the NSW Neighbour Aid & Social Support Association (NASSA) are to:

- co-ordinate NASSA's overall administrative and financial management
- co-ordinate NASSA's development and increase profile
- promote NASSA's interests to decision makers and funding bodies at federal level
- support and provide information to members.

To achieve these objectives, Executive Committee members need to have demonstrated experience and knowledge of NASSA and each member has the following duties and responsibilities:

### **1. Chairperson**

- Set Executive meeting dates and book venue
- Prepare agenda and distribute to Executive members two weeks prior to meeting
- Prioritise agenda items and set time limits
- Chair the meeting, follow agenda, keep discussions relevant, summarise discussion, clarify decisions
- Control any debate, remain impartial, may exercise casting vote
- Delegate responsibilities when unable to attend meetings
- Provide support and encouragement for all Executive
- Prepare Chairperson's Report for inclusion in annual report for AGM and conference
- Ensure (or delegate) the following are prepared for the annual report:
  - (a) Financial audit and report
  - (b) Reports from Executive members and Regional Representatives
  - (c) Arrange publication of report
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA
- Prepare reports (summary) from meetings attended and present to Executive meeting.

### **2. Vice Chairperson**

- Assist Chairperson with duties as directed by Chairperson
- Attend meetings when requested by the Chairperson
- Represent membership at discussions / meetings with other organisations

- Increase profile of NASSA
- Prepare reports (summary) from meetings attended and present to Executive meeting. Prepare report for Annual Report.

### **3. Secretary**

- Receive and send appropriate correspondence
- Prepare correspondence list for tabling at meetings
- Organise advertising / promotional material, collect and distribute information as appropriate
- Assist with other tasks as requested
- Maintain mailing and contact list of Executive and Regional Representatives
- Maintain contact list of other organisations
- Record accurate minutes of AGM and Executive meetings, summary of Regional meetings
- Send draft copy of minutes to Chairperson for confirmation prior to final copy
- Send confirmed minutes to all Executive members at least three weeks prior to next meeting
- Send copy of Regional summary to Regional Representative
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA.

### **4. Treasurer**

- Receiving, banking and receipting of all monies due to NASSA
- Organise payment of any monies due to other entities with co-authorisation of Chairperson
- Maintain journal / electronic records
- Prepare financial reports:
  - (a) Present and table financial reports at Executive meetings for approval
  - (b) Prepare all documents for yearly audit
- Recommend accountant in your area to prepare annual financial report in accordance with legal requirements. Spend time with accountant in preparation for annual financial report
- Maintain database of members. Identify non-renewals and pass this information onto Regional Representative Liaison Officer / Secretary or other committee members
- Prepare membership list for all Executive members
- Prepare registration forms for conferences and Regional meeting
- Present costing of conferences and Regional meeting for ratification by Executive
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations

- Increase profile of NASSA.

#### **5. Regional Representative Liaison Officer (RRLO)**

- Follow up on non-renewals of membership as identified by Treasurer
- Maintain list of Regional representatives
- Distribute any urgent summary of meetings to Regional representatives
- Receive Regional reports for discussion at Executive meetings
- Receive Regional reports for inclusion in Annual Report, inform Regional Representatives of due date for Regional report, as decided by Executive
- Attend Regional meetings and Neighbour Aid conference
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA.

#### **6. General Member**

- Attend Executive meetings, Regional meetings and conferences
- Assist with any tasks / projects as decided by Executive
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA.

#### **7. General Member**

- Attend Executive meetings, Regional meetings and conferences
- Assist with any tasks / projects as decided by Executive
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA.

#### **8. General Member**

- Attend Executive meetings, Regional meetings and conferences
- Assist with any tasks / projects as decided by Executive
- Attend relevant meetings as required
- Represent NASSA membership at discussions / meetings with other organisations
- Increase profile of NASSA.

***All members are to present any correspondence received or sent on behalf of NSW NASSA. No NSW NASSA policy statement (verbal or written) is to be made without approval of the Chairperson, Secretary and Treasurer.***