



Executive Committee

Duties and Responsibilities

INTRODUCTION

Queensland Guidance and Counselling Association Inc is incorporated in Queensland and is governed by the requirements of the Incorporated Associations Act 1981 and the Associations Incorporation Regulation 1999 and the rules set out in the QGCA Constitution. The following position descriptions comply with these requirements. Relevant sections of the Constitution are indicated in [].

EXECUTIVE COMMITTEE OFFICE BEARERS

The Executive Committee has overall responsibility for the management of the Association's affairs. The Office Bearers specified in the Constitution are **President, Vice-President, Secretary, Treasurer**. All other positions are delegated by the Executive. The Executive Committee can delegate any duties of an Office Bearer to another committee member or suitable person. [10(1)]

PRESIDENT

The President has three main elements to his/her remit as follows:

- Assisting with the managerial direction of the organisation
- Planning and running meetings
- Acting as spokesperson/figurehead

Duties and Responsibilities

1. Oversee the management of the Association's administration and business affairs.
2. Guide the strategic direction of the Association and ensure the Objects of the Association are met [as per Constitution section 2].
3. Represent the Association at meetings (eg with employers) and functions (eg award ceremonies).
4. Act as spokesperson for the Association.
5. Set the agenda for Executive meetings.
6. Preside as Chairperson at every meeting of the Executive Committee . [14(7), 22(1)]
7. Maintain order and conduct the meeting in a proper and orderly manner. [22(1)]
8. Have the casting vote if there are an equal number of votes for and against a motion. [22(4)]
9. Be one of the signatories for the Association's bank account. [26(4)]
10. Conduct any ballot required at any meeting. [22(5)]
11. Present an annual report of the Association's activities at the AGM.

VICE-PRESIDENT

Duties and Responsibilities

1. Support and assist the President with the above tasks as required.
2. Deputise for the President at any meeting or function that the President is unable to attend.
3. Chair meetings in the absence of the President .[22(1)]

SECRETARY

The Secretary is the official executive officer of the Association.

The Secretary's main responsibilities are:

- Supporting the administration of the organisation
- Facilitating and supporting committee meetings
- Organising the Annual general Meeting

Duties marked * are specified in the Associations Incorporation Act 1981 Part 7 [s 69A].

Duties and Responsibilities

1. Establish meeting dates and book meeting venue.
2. Call meetings of the Association,* including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President.
3. Collect meeting attendance numbers and inform venue of numbers attending each meeting.
4. Keep minutes of each meeting.* (Minute taking can be delegated)
5. Receive correspondence and write and send letters and emails as requested by Executive.
6. Present inward and outward correspondence at Executive meetings.
7. Keep copies of all correspondence and other documents relating to the Association*
8. Maintain the register of members.* (May be delegated to Membership Secretary).
9. Make the membership register available to a member on request. [9(3)]
10. Convene an Annual General Meeting and any other general meetings or special general meetings and give 14 days notice of business to be conducted. [21, 19, 14(2), 14(6)]
11. Receive nominations for Executive positions 14 days prior to AGM. [10(3)(b)]
12. Publish an alphabetical list of nominations for Executive 7 days prior to AGM. [10(3)(c)]
13. Prepare ballot papers if required. [10(3)(d)]
14. Be one of the signatories for the Association's bank account. [26(4)]
15. Receive the annual report from the auditor. [26(9)]
16. Provide for the safe custody of books, documents, instruments of title and securities of the Association. [27]
17. Complete the Annual Return under the Incorporated Associations Act and forward to the Office of Fair Trading.

TREASURER

The Treasurer has four main areas of responsibility:

- Keeping an overview of the finances of the Association
- Managing the financial transactions of the Association
- Reporting to committee meetings
- Making sure the organisation has the right financial policies and procedures in place

The Treasurer has a specific role within the committee in relation to money matters but the overall responsibility for financial management lies with the whole committee. Therefore, a key part of the Treasurer's role involves reporting to the committee on finances and it is important that everyone understands the financial information given.

Detailed requirements for financial record keeping and auditing of accounts are available from the Office of Fair Trading (www.fairtrading.qld.gov.au/incorporated-associations.htm).

Duties and Responsibilities

1. Keep and maintain proper books and accounts either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature. [26(2)]
2. Be one of the signatories for the Association's bank account. [26(4)]
3. Deposit all funds of the Association in the name of the Association in such financial institution as the Executive Committee may from time to time direct. [26(1)].
4. Pay by cheque all amounts of twenty dollars or over. [26(4)].
5. Advise Executive on relevant financial matters.
6. As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
 - (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities of the Association at the close of that year. [26(8)]
7. Prepare and submit annual statements for the auditor. [26(4)]
8. Maintain the membership data base.

MEMBERSHIP SECRETARY

1. Prepare a report of membership numbers for monthly Executive meetings.
2. Receive and assess membership applications and present these to Executive meetings for approval.
3. Correspond with potential members regarding their membership application as required.
4. Prepare and distribute membership certificates for new members.
5. Respond to membership enquiries.
6. Advise Executive on membership issues.

DUTIES DELEGATED BY EXECUTIVE

AGCA Representative

1. Represent QGCA on the Australian Guidance and Counselling Association by attending AGCA meetings and teleconferences.
2. Communicate QGCA views and proposals to AGCA.
3. Report to QGCA Executive and members on AGCA business and activities.

CICA Representative

1. Represent QGCA on the Career Industry Council of Australia by attending CICA meetings and teleconferences.
2. Communicate QGCA views and proposals to CICA.
3. Report to QGCA Executive and members on CICA business and activities.
4. Actively promote issues relevant to QGCA members who identify as Career Development Practitioners.

Webmaster

1. Oversee the QGCA website to ensure that it functions effectively and that content is current..
2. Liaise with IT professionals to maintain and improve the website.
3. Advise Executive on issues relevant to the QGCA website and related technologies