



ACLCA Officials: Roles and Responsibilities

Office	Role & Responsibilities
<p>Applicable to all officers and committee members</p>	<p>To act always in the best interests of the ACLCA and it's members and at all times to protect and preserve the good name of the Association; To advocate, and be seen to be advocating, the aims and objectives of the Association; To act as the trustees and guardians of the Association in respect of all properties, goods, monies or other items in the ownership of the Association; To strive to attend all ordinary meetings, committee meetings and the Annual General Meeting whenever and wherever called; To work diligently to further the aims of the ACLCA, and to actively participate in and assist in preparation and promotion of ACLCA functions, seminars and training courses; To assist the elected office bearers in the discharge of their duties; and To diligently undertake any specific task, role or duty granted or passed to them by the authority of the committee. In circumstances where they are not able to fulfil their responsibilities for a period during their term as a committee member, provide a proxy to fulfil those responsibilities that is approved by the Committee.</p>
<p>President</p>	<p>To preside over any meetings of ACLCA, and to do so fairly and even handedly such that any and all views and opinions may be expressed and heard. To exercise a casting vote on the General Committee or in a full meeting of members in the event of an otherwise undecided matter. To represent the interests of ACLCA and its members in any and all appropriate forums, and to strive to maintain and enhance its image in the perception of the community. To prepare and present an annual report on the Association's activities and present the report at the AGM. To conduct, or cause to be conducted, all business and meetings necessary to advance the objectives of the ACLCA and enhancement of it's image in the perception of the industry and community.</p>
<p>Vice President</p>	<p>To assist the President in his/her day-to-day duties and deputise for the president in his/her absence; and Otherwise to have the same duties and bear the same responsibilities as the President, but to be exercised only in the absence of the President, or when specifically directed by the President to assume those duties and responsibilities in his/her stead.</p>

Secretary	<p>To send, receive or respond to correspondence on behalf of the association where the ExO is unavailable;</p> <p>To prepare and disseminate agendas and minutes for meetings with the assistance of the ExO;</p> <p>To advise the committee on the rules of management of the Association;</p> <p>To be the point of contact between the Association and all regulatory bodies and authorities; and</p> <p>To ensure that the resolutions and proceedings of each meeting of any kind held under the auspices of the association are properly minuted and recorded, together with a record of the names of persons present at any and all committee meetings and sub-committee meetings.</p> <p>To be responsible for the maintenance of the Model Rules of the Association including:</p> <ul style="list-style-type: none">▪ Provide advice and clarification of the existing Model Rules.▪ Ensuring that Motions to amend the Model Rules are clear, understandable and consistent with other existing Model Rules not intended to be amended.▪ Ensuring any procedures used by the Association are consistent with the Model Rules.
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Treasurer	<p>To keep and maintain, or cause to be kept and maintained, the financial records of the Association and to make to each ordinary or committee meeting a statement of the current financial standing of the association. This will be achieved with support from the Executive Officer (ExO), book keeper and accountant.</p> <p>To keep a proper account of the financial transaction of the Association;</p> <p>To make available the accounts and books of the financial affairs of the Association for inspection by members by appointment;</p> <p>To hold on behalf of the association all cheque books, bank pass books, financial certificates, bonds or similar evidence;</p> <p>To review monthly accounts provided by the ExO, taxes, dues or other financial outgoings authorised by the committee or by the members at an ordinary, special, emergency or Annual general meeting;</p> <p>To oversee the ExO's record keeping of the current membership and fee-paid status of all member companies;</p> <p>At the annual general meeting each year prepare a financial statement detailing the standing of the Association accounts and make available for each and every account held by the association such proofs, receipts and verifications as may be requested by any member in good standing and in particular to make a statement regarding each of:</p> <ul style="list-style-type: none"> • Income; • Expenditure; • Assets; and • Liabilities.
Ordinary Committee members	<p>To fairly, evenly and without favour or prejudice represent the views of all of the membership in the management of the Association;</p> <p>To serve the needs of the management of the association as and when it may be required;</p> <p>To support the elected office bearers in the discharge of their several duties;</p> <p>To diligently discharge any specific role or duty vested in him/her by the committee; and</p> <p>As part of the committee to report to the membership, and be responsible for, actions taken by the committee.</p>
Sub-Committee Members	<p>To fairly, evenly and without favour or prejudice represent the views of all of the membership of the Association in respect of the remit of that sub-committee;</p> <p>To diligently serve the needs of that sub-committee as and when it may be required;</p> <p>To diligently discharge any specific role or duty vested in him/her by the committee; and</p> <p>As part of that sub-committee to report to management committee or at the direction of the president, the membership, and be responsible for, actions taken by that sub-committee.</p>

Immediate Past President (Ex-Officio)	To undertake all duties and responsibilities of an ordinary committee member; To exercise the benefit of his/her past experience as President of the Association to assist, support and advise the current President and Vice President in the discharge of the duties of those offices; and In the absence of both the President and Vice President to discharge on a pro temp basis the role of President.
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