



## GEMG Committee Member Roles and Responsibilities

The roles and responsibilities of the committee positions are outlined below.

### **Ordinary Committee members:**

- The Ordinary Committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
- Subject to the Act, these rules, the by-laws and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws.
- During the 2020/2021 year the key activity for members of the committee will be organising the (postponed) biennial workshop scheduled for May 2021.

### **Chairperson:**

- It is the duty of the Chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- The Chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

### **Deputy Chairperson:**

- Assists the Chairperson in their duties and deputies for the Chairperson in their absence;
- Otherwise has the same duties and bears the same responsibilities as an Ordinary Committee member.

### **Secretary:**

- Dealing with the Association's correspondence;
- Consulting with the Chairperson regarding the business to be conducted at each committee meeting and general meeting;
- Preparing the notices required for meetings and for the business to be conducted at meetings;
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- Maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- Ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- Maintaining full and accurate minutes of committee meetings and general meetings;
- Carrying out any other duty given to the secretary under these rules or by the committee



**Treasurer:**

- Ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- Ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- Ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- Ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- Ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- If the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- If the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- Providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- Carrying out any other duty given to the treasurer under these rules or by the committee.

For further information on being a committee member and what that may entail please do not hesitate to contact [secretary@gemg.org.au](mailto:secretary@gemg.org.au)



## GEMG Committee Nomination Form

Persons who are current financial members can nominate, second, stand and vote at the Annual General Meeting.

**Note:** Ideally persons nominating for office bearer positions (Chairperson, Deputy Chairperson, Secretary or Treasurer) will reside in the Goldfields Region however this is not a requirement of the model rules and does not exclude members from nominating for these positions. Persons from Perth and the greater WA area are encouraged to nominate for Ordinary Committee.

Please send the completed scanned form to:  
[secretary@gemg.org.au](mailto:secretary@gemg.org.au) by COB **21 August 2020**

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I, the applicant, hereby wish to nominate for the Goldfields Environmental Management Group Inc Committee for the position of:

- |  |   |
|--|---|
| <input type="checkbox"/> Chairperson       | <input type="checkbox"/> Deputy Chairperson |
| <input type="checkbox"/> Secretary         | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> General Committee |   |

The term of office will commence at the annual general meeting and a committee member will hold office until the positions are declared vacant at the 2021 annual general meeting.

By signing the below, I am declaring that I:

- am not bankrupt or bound by insolvency laws
- have not been convicted of an indictable offence in relation to the promotion, formation or management of a body corporate
- have not been convicted of an offence involving fraud, dishonesty punishable by imprisonment for a period of not less than three months or
- have not been convicted under Part 4 Division 3 or section 127 of the [Associations Incorporation Act 2015](#)

Name	Signature	Date
Nomination Seconded by a GEMG Member		
Name	Signature	Date