Alliance Française Sunshine Coast

ROLES DESCRIPTION

The following applies to all Management Committee roles.

Attributes

- Interest in French language and culture
- Awareness and readiness to implement Alliance Française Sunshine Coast mission
- Basic financial literacy
- Ability to work well with other Management Committee members - Time Commitment Required
- Regular attendance at Management Committee meetings (on average 4 meetings annually)
- Attendance at events as per personal availability (on average 30 events annually)
- Approximate 3 hours per month for Committee duties (General Committee Members) and 5 hours per month (Office Bearers)

Duties

Alliance Française Sunshine Coast Management Committee members have the following duties:

- Act in good faith and for a proper purpose
- Act with reasonable care, skill and diligence
- Not misuse information or position, and
- Disclose and manage conflicts of interest

General Management Committee Member - Responsibilities

- Provide advice, opinions and independent judgment to inform decisions from Committee and teaching staff
- Volunteer time and skills in organising and promoting events
- Attend and participate in committee meetings as per personal availability
- Understand the business of the organisation and being aware of key developments
- Attend the Annual General Meeting

President - Responsibilities

- Oversee the general performance of the Committee
- Ensure information about the financial performance of the organisation flows to the Committee
- Ensure a Committee Member or a Member of the Staff is responsible for liaising with ATO and ACNC.
- Establish and maintain systems for information flows to the Committee.
- Represent the Committee and the organisation to the public as required
- Attend and chair Committee meetings
- Make recommendations to the Committee about the prudent management of Committee matters
- Act as a signatory for the Association in all legal purposes and financial purposes
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:
    - ✦ the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
    - ✦ goals and relevant strategic and business plans are developed in order to achieve the goals of the Association.
    - ✦ Communicate regularly with other Alliance Françaises, Foundation of Alliances Françaises, French Embassy, local key stakeholders.

Secretary – Responsibilities

- Keep minutes of:
  - ✦ all elections and appointments of Committee Members and of office-bearers;
  - ✦ the names of Committee Members present at a committee meeting and of all members present at a general meeting; and
  - ✦ all proceedings at Committee meetings and general meetings.
  - ✦ Arrange the signature and filing of approved minutes
  - ✦ Develop and distribute the agenda prior to Committee meetings and general meetings
  - ✦ Ensure that the records of the Association are maintained as required by law and are organised
  - ✦ Manage the general correspondence of the Committee except for such correspondence assigned to others
  - ✦ Supervise members database.

Treasurer - Responsibilities

- Ensure that collection and receipt of all moneys due to the Association and all payments authorised by the Association are managed adequately.
- Keep correct accounts and records showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association
- Prepare and present to the Committee budgets for specific initiatives
- Support any required auditing processes
- Set yearly membership fee
- Be a signatory on bank account
- Oversee and recommend to the Committee any investments needed.