



COMMITTEE JOB DESCRIPTION

Responsibilities:

The Committee is the senior decision-making group within the Association and manages the Association's affairs on behalf of the members. Its major responsibilities are:

Administration ... Financial Management ... Leadership

Duties:

- Ensure the constitution, objects, aims, rules and regulations of the Association and the decisions and by-laws of the Committee are respected and observed at all times.
- Monitor the corporate affairs, governance and policies of the Association.
- Obtain and maintain a general understanding of the business of the Association.
- Undertake regular reviews of the financial position of the Association, and make further enquiries from those reviews if necessary.
- Specify authority levels of the President, Secretary, Treasurer and other Committee members.
- Ensure the Association has effective risk management policies in place.
- Accept and discuss reports from key members and sub-committees concerning the day-to-day activities of the Association.
- Co-operate, support and work with other Committee members on strategic planning initiatives for the Associations short and long term development.
- Meet regularly on agreed dates.
- Ensure there is free and open two-way communication throughout the Association and with other Associations within CANA.
- Have a discipline procedure in place to deal with exceptions.



Notes:

Committee members owe a 'duty of care' to the Association and its members.

This includes:

- A duty to act in good faith;
- A duty not to gain advantage by improper use of their position;
- A duty not to misuse information;
- A duty to act with diligence and care; and
- A duty not to trade whilst insolvent.

Committee members are also required to comply with both common law duties (those imposed by the courts) and statutory duties (those imposed under the Corporations Act or Associations Incorporation legislation).