

## COMMITTEE RESPONSIBILITIES

### Aim

1. The aim of the 2/4 RAR Association Committee is to provide oversight and management of the 2/4 RAR Association.

### Objectives

1. The objectives of the Committee are to:
  - a. manage the Association,
  - b. monitor, review and organise membership of the Association,
  - c. organise and conduct Association social activities,
  - d. support Association welfare activities, and
  - e. care for the Property of the Association.

### Management

6. All property and monies of the 2/4 RAR Association belong to the 2/4 RAR Association members. The Association Committee is responsible for the management of these monies and property.

7. The Association Committee is appointed by the Association members at the Annual General Meeting and is promulgated by the Annual General Meeting Minutes which are published on the 2/4 RAR Association Official Website. The Association Committee is responsible for managing the account and implementing policy as determined by the President or Committee Members. The 2/4 RAR Association is to be managed by a committee comprising:

- a. President;
- b. Vice President;
- c. Secretary;
- d. Assistant Secretary;
- e. Treasurer;
- f. Assistant Treasurer;
- g. IT/Media Website member;
- h. Assistant IT/Media Website member; and
- i. Personnel Officer.

8. All Committee members are responsible for ensuring they are fully conversant with their responsibilities and duties as outlined in the duty statements listed as appendices to this annex.

### Minutes

9. Minutes of each 2/4 RAR Association meeting are to be maintained in accordance with the Constitution and submitted to the President within seven working days of the meeting.

10. The minutes are to be sent to the President from the Secretary. No action is to be taken on passed motions until the President has approved the minutes.

11. The minutes of all meetings are to be distributed to all Committee members, Association members and promulgated on the 2/4 RAR Website. A copy of all Association correspondence is to be kept by the Secretary.

### **Agendas**

12. An Agenda is to be provided to all committee members two working days before the Committee Meeting. The Agenda for the AGM is to be promulgated on the 2/4 RAR Association website a minimum of fourteen working days before the AGM.

### **Books of Account**

13. The following books and records are to be kept:

- a. Purchase Order Book;
- b. Purchase Journal;
- c. Receipt Book;
- d. Bank Deposit Book;
- e. Cash Book;
- f. Property Book;
- g. Cheque Book; and
- h. Statement of the Financial Position of the Association.

14. A ledger of other subsidiary records may also be introduced at the discretion of the Committee.

15. All financial records (where possible) are to be maintained on an approved electronic program.

### **Internal Checking**

16. The Association President or Vice President is to perform the following checks at least quarterly:

- a. check all receipts against cash book entries;
- b. check all cash book entries for bank deposit and expenditure voucher, purchase order and invoice; and
- c. check the additions of the cash book and the details in the quarterly reconciliation statement.

### **Auditing**

17. The books of account are to be audited annually, and when any discrepancies in accounts are discovered. Committee members are to attend audit briefings and present books for audit on dates promulgated by Meeting Minutes.

### **Spot-checks**

18. A 100% stock take of property is to be completed with each audit. The Treasurer is to coord spot-checks.

### **Destruction of Accounting Records**

19. Accounting records are to be retained for seven years after the last audit recorded therein. After that date records may be destroyed with the prior approval of the President.

### **Loss of 2/4 RAR Association Funds, Property and Stock**

20. The Committee is to ensure that adequate security facilities are provided for 2/4 RAR Association funds and property. Any loss of Association funds or property caused by theft, fraud or damage is to be immediately reported to the President, Vice President or senior committee member who is to advise the civil police.

21. The President is responsible for taking action to investigate the loss or damage of property and/or money.

### **Discrepancies in Accounts**

22. When discrepancies in accounts have been reported, the President is to take action to report and investigate the discrepancy.

**Insurance**

23. Association property is to be insured to cover replacement cost in case of fire, burglary or theft. The premiums for insurance are to be charged against the Association funds. Insurance policies are to be reviewed annually by the Secretary to ensure best value and current directives and policies regarding insurance requirements are adhered to.

**State Representatives**

24. Whilst not voted in positions; State Representatives play an important role for the association. Their duties / tasks as contained in appendix 8.

**Appendices:**

1. President Duty Statement
2. Vice President Duty Statement
3. Secretary Duty Statement
4. Treasurer Duty Statement
5. IT/Media/Website Member Duty Statement
6. Personnel Member Duty Statement
7. State Representatives Duty Statement

### **PRESIDENT DUTY STATEMENT**

1. The President is responsible to the 2/4 RAR Association members for the performance of the Committee in their duties and for the provision of services to Association members. The President is responsible for:
  - a. The immediate supervision, conduct and management of the Association.
  - b. Presiding over all meetings of the Association.
  - c. Encouraging the economical habits and careful management of the Association monies and property.
  - d. Supervise duties of the Association Committee and ensure that:
    - (1) Association administration and management are conducted IAW the Constitution;
    - (2) sufficient members of the Association Committee are available to conduct affairs efficiently, and during any absence of the President, Secretary or Treasurer, ensure that their duties are re-allocated in writing, to other members of the Committee;
    - (3) all accounts are properly kept and all bills received by the Association are properly and promptly settled;
    - (4) there is no undue accumulation of funds;
    - (5) all records maintained by the Association, including all books of account and support documents, are checked not less frequently than twice a year;
    - (6) spot-checks of selected items are carried out and compared with periodical stock takes carried out by the Association Committee; and
    - (7) the accounting records of the Association, together with all supporting documents are presented for audit on the required date.
  - e. The President is to sign the minutes of meetings and is to submit the minutes for promulgation within seven working days of the meeting.
  - f. Ensure an AGM is conducted annually. The President is to Chair the AGM NLT 31 August annually.
  - g. On handing over duties to another President, the outgoing President is to submit to the incumbent, a statement detailing the status of the Association and declaring the financial position of the Association, that debtors have been paid or that sufficient funds are on hand to meet all liabilities.

### VICE PRESIDENT DUTY STATEMENT

1. The Vice President is responsible for the day to day management of the 2/4 RAR Association when the President is absent. The normal duties of the Vice President to provide additional oversight over and assistance to committee members. The Vice President has the authority to convene committee meetings and recommend expenditure in the absence of the President. The Vice President is to:
  - a. Understudy the President.
  - b. Assist the President in the normal running of the Association.
  - c. Provide oversight and assistance of/to the Social Committee during planning and conduct of larger scale activities.
  - d. Source items that add to the merchandise inventory.
  - e. Source Australian suppliers for current association merchandise items.
  - f. Investigate other suggested (viable) items by the committee or members.
  - g. Supervision of ordering and the receipt of goods authorised by the Committee for Association use;
  - h. Assist in checking accounts including:
    - (1) Purchase Order Book;
    - (2) Purchase journal;
    - (3) Receipt Book;
    - (4) Cash Book;
    - (5) Property Book; and
    - (6) Electronic accounts held by the Treasurer.
  - i. annual review of the Association insurance policy and presenting updated insurance options to the Committee in the meeting prior to insurance premiums becoming due;
  - j. Any other duties as directed by the President.

### SECRETARY DUTY STATEMENT

1. The Secretary is responsible for the administrative arrangements and day to day management of the 2/4 RAR Association including:
  - a. promulgation of the agenda NLT two working days prior to a Committee meeting;
  - b. promulgation of the agenda NLT fourteen days prior to an AGM;
  - c. recording and submitting the minutes of all meetings to the President NLT seven working days after the meeting;
  - d. keeping all correspondence relating to Association;
  - e. electronic recording of all correspondence relating to Association;
  - f. checking the Association's e-mail account to assign and distribute correspondence for actioning to the appropriate committee member;
  - g. check the Association's mail box at least once a week;
  - h. maintaining a correspondence In/Out Register;
  - i. maintaining a copy of signed Minutes;
  - j. maintain a membership database to confirm an applicant's nomination for membership and maintain accurate contact details;
  - k. facilitate members birthday cards or condolence letters to Association members or other personnel deemed appropriate;
  - l. any other duties assigned to him by the Committee by notice in writing and signed by the President; and
  - m. ensure that the Asst Secretary is able to conduct your duties in your absence.

### **TREASURER DUTY STATEMENT**

1. The Treasurer is responsible for the financial administration of the 2/4 RAR Association including:
  - a. provision of advice and information on financial accounts and documents to the Committee;
  - b. proper keeping of all books of account and accounting documents;
  - c. the receipt, safe custody, banking and disbursement of all monies relating to the Association;
  - d. signing officer of all bank transactions;
  - e. preparation of statement of financial position of the Association when required for audit purposes;
  - f. investment of funds IAW the recommendation of a Association General Meeting and the approval of the President;
  - g. ensure the takings from a social activity are counted, reconciled and banked by you or an assistant the first work day, after the activity.
  - h. prepare accurate Treasurer report for monthly Association meetings;
  - i. correctly accounting for Association merchandise;
  - j. ensuring that merchandise is secured;
  - k. reporting of any discrepancies in the merchandise immediately they are identified;
  - l. ensure adequate stocks of merchandise are maintained;
  - m. manage orders for merchandise as follows:
    - (1) on receipt of merchandise order and payment, post merchandise item to the Association member within seven working days;
    - (2) on receipt of order and payment for merchandise when stock is unavailable an email is to be sent to the member within two working days to advise receipt of the order and that stock is temporarily unavailable;
    - (3) arrange a purchase order and delivery of merchandise from vendor; and
    - (4) once merchandise received from vendor dispatch to member within two working days and send an update email of the items dispatch.
  - n. any other duties assigned by the Committee by notice in writing and signed by the President
  - o. ensure that the Asst Treasurer is able to conduct your duties in your absence.

### **WEB/IT/MEDIA DUTY STATEMENT**

1. The Web/IT/Media Member is responsible for the maintenance, design and update of the 2/4 RAR Association Webpage and email account. The Webmaster has the following responsibilities:
  - a. Maintain contact with Domain host/s to ensure the effective running of the Association website (www.24rarassociation.com);
  - b. Liaison with the Treasurer to ensure that funds are allocated and paid when renewals become due for both the Association Domain Name and the website host (www.netregistry.com.au);
  - c. Maintain the accuracy and content of the content of the Association website;
  - d. Source items (current, historical) that may be of interest to Association members or website visitors;
  - e. Ensure that all links on the site are maintained and in the event of any problems investigate the cause and repair or make alternative arrangements;
  - f. Ensure that website raw data is backed up in case of web server crashes;
  - g. Manage the establishment, maintenance and running of the Association email account/s (committee@24rarassociation.com);
  - h. Maintain the passage of information on the Association website to ensure members and visitors are aware of upcoming events, activities, illnesses of Association members or ex-members of 2/4 RAR;
  - i. Maintain links and passage of information with the 2/4 RAR Facebook site administrators as additional social media source;
  - j. Advise the Asst Web/IT Media member of the structure, hosting arrangements, passwords and any soft/hard versions of website content;
  - k. ensure that the Asst Web/IT/Media is able to conduct your duties in your absence.

### **PERSONNEL MEMBER DUTY STATEMENT**

1. The Personnel Officer will be the point of contact for Association members, ex-2/4 RAR personnel and families seeking information on personnel matters. The Personnel Officer is to advise the Association of any changes to the status or health of any Association members. The duties of the Personnel Officer include but are not limited to the following:

- a. monitor the 2/4 RAR Facebook site for information relating to changes of health on any members;
- b. advise the Committee members of any ex-2/4 RAR personnel who are injured, ill, hospitalised or sadly pass away;
- c. provide basic advice to our members (as required) on welfare organisations that may be able to assist with any problems they are experiencing;
- d. send get well cards on behalf of the President and all members;
- e. send condolence cards on behalf of the President and all members;
- f. arrange hospital visits (if allowed); and
- g. direct members to any reference material, websites, links or organisations that may be able to assist them.

2. This position is purely for people to advise the Association of members or ex-2/4 RAR personnel or families who become ill, injured or pass away. This position is not to be a helpline due to the abundance of more qualified organisations and personnel across Australia and overseas (if applicable).

3. The Association website contains many links to more robust and trained organisations that the Personnel member can refer people to in order to seek information or assistance from.

4. The Personnel member is to be supported by other committee members who may be called on to provide additional guidance.

### ASSOCIATION STATE REPRESENTATIVES

1. The Association State Representatives do not hold a position that is voted on. Each State should have a representative nominated be it self-nominated or by another but agreed upon by the nominee.
2. The state reps do have an important role to the 2/4 RAR Association as they are the link or coordinating person for any state activities, parades or informal get-togethers.
3. If requested, the state reps are to be provided with the contact details for those association members who reside within their state. In saying this though the reps MUST remain cognisant of each members privacy at all times.
4. A list of duties or roles for the state reps are as follows:
  - a. be the point of contact for members who reside in their state;
  - b. establish email or phone contact with their members to ascertain how often they would like to be contacted / if at all;
  - c. ENSURE that any group emails sent out are done so as a 'bcc' – therefore keeping their email address hidden from others;
  - d. be the coordination person for important events / activities – ANZAC Day, Battalion birthday etc;
  - e. advise the committee and especially the Personnel Officer of any 2/4 RAR members who may have passed away (including any funeral details);
    1. Ensure that permission is provided by family that they are happy to share the information to inform the wider RAR family.
  - f. advise the committee and Personnel Officer of any 2/4 RAR personnel who may fall sick, injured, hospitalised ...etc, (Note – see sub, sub para e.1 above; and
  - g. any other tasks initiated by the association or the state rep.
5. The association intends to move Annual General Meetings (AGM) around the states to provide a change of location as well as allowing more people to hopefully travel and attend the AGM. If an AGM is to be held in a particular state the following implied tasks may fall to the state rep:
  - a. identify and advise a venue that can be utilised for the AGM;
  - b. if a formal get-together/dinner is planned after the AGM then be the coordinator for that dinner;
  - c. if an informal get-together following the AGM then identify a venue (if different to) to meet afterwards; and
  - d. seek any support from the association committee; and
  - e. establish a state planning committee if required.
6. The duties above are not limited to those mentioned and state representatives can be as proactive as they wish to be.