

New Committee Member Workshop

Presentation:

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Workshop Facilitator:

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Areas to be Covered

- *What are the powers and obligation of the Committee ?*
- *What are the Key Committee Roles ?*
- *What is required of these roles ?*
- *The importance of a good handover*
 - *Workshop: Common Scenarios and identification of possible resolutions*
 - *Where to find support*

The Committee



- A Centre committee is the group of people, elected according to **the rules or constitution of the Association (Centre)**, to run the Association on behalf of the members in accordance with the rules, to achieve the goals and objectives of the Association.
- Must comply with all relevant legislation, including:
 - Victoria - *Associations Incorporation Reform Act 2012 (the Act)* (in NSW *Associations Incorporation Act 2009*)
 - Member protection, welfare and safety (including Child Safe)
 - Fundraising/Food-handling/Liquor licensing
- Must comply with all the obligations of affiliation with LAVic as specified within LAVic's Regulation 6

The Committee



- Committee duties required by **the Act** include:
 - Ensuring the association's purposes are being achieved.
 - Ensuring an annual general meeting (AGM) is held within five months after the end of the association's financial year.
 - Submitting a financial statement that covers the full financial year, which gives a 'true and fair' view of the association's financial affairs, to members at the AGM.
 - Overseeing the association's financial affairs. (This includes making sure the association does not continue to operate if it is insolvent).
 - Appointing a new secretary within 14 days, if the position becomes vacant.
 - Returning all documents that belong to the association within 28 days of ceasing to be a committee member.

Committee Member Expectations



- Act in the best interest of the members at all times.
- Attend all committee meetings.
- Undertake the role in good faith and honestly.
- Hold a current WWCC (or VIT/Police Registration), & sign Child Safe Code of Conduct
- Declare any real or perceived conflict of interest between themselves & the Centre.
- Abide by the rules, policies and code of conduct of the Centre.
- Review and revise their position description and any other policies/ procedures they are responsible for to ensure they continue to reflect the requirements of the role & provide to the Secretary prior to the AGM each year.
 - A proper handover to the next committee member who takes on your role.

Some of the Key Roles:



- The Centre Constitution specifies some roles & duties and the composition of the Executive Committee (if permitted).
- For those centres using Consumer Affairs' Model Rules, the specified roles include President, Vice President, Secretary & Treasurer with the election of other roles permitted under s53. There is no provision for an Executive Committee.

The Secretary



- The only specific committee role mandated by Victorian Incorporated Associations Legislation.
- Key responsibilities are to understand the Rules, By Laws, Policies and Procedures, legal and compliance obligations, ensuring the Centre is run according to these core requirements.

Secretarial Duties under the Act include:

- Access to the online myCAV account on behalf of the association (Centre).
- Lodging the annual statement with Consumer Affairs.
- Applying to Consumer Affairs to change the association's name or rules.
- Notifying Consumer Affairs of events such their appointment as Secretary.

The Secretary (cont.)

Secretarial Duties of a Little Aths Centre normally include:

- Being the Centre's point of contact for key stakeholders including prospective and current members, council, Region, LAVic, handling all general correspondence & responding as required.
- Responsibility for managing, collecting, reviewing and disseminating the Centre information and knowledge (e.g. policies and procedures, position descriptions etc).
- Complete the annual affiliation process with LAVic.
- Schedule committee meetings, & general meetings (including AGM) in accordance with Constitution/Rules.
- Prepare & circulate prior to committee meetings the agenda, supporting reports & other information required to be considered by committee, take & distribute the meeting minutes and maintain the Centre's minute book.
- Co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

The President



Running meetings and communicating to stakeholders are core responsibilities of a President:

- Setting the agenda for committee/general meetings with the Secretary, chair the committee meetings and AGM.
- Ensure the Centre has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Act as a spokesperson for the Centre and represent it as required, liaise with all relevant stakeholders, ensuring key stakeholder relationships are maintained and nurtured.
- Ensure committee members & other volunteers team fulfil their responsibilities to the Centre.
- Ensure the health and safety of all Centre participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to the Centre constitution/rules policies and procedures.

The Vice President



The role of Vice President generally is to work closely with and support the President:

- This is the ideal role for those considering becoming President in the future, as they work to support the President to undertake the leadership and governance responsibilities of the Centre.
- The Vice President will also undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with Centre rules) by
 - chairing committee or general meetings
 - acting as spokesperson for the Centre and represent it as required
 - ensuring all responsibilities of the President are undertaken

The Treasurer



Responsible for ensuring the Committee is empowered to manage the financial affairs of the Centre by providing regular and accurate financial reporting, budgets and cash flow projections.

- Ensures the collection of revenues & payment of financial obligations and that all financial transactions are recorded in the Centre's accounts.
- Protection of the Centre's cash assets and the volunteers who handle them, via appropriate controls.
- Produces financial reports (including budgets & bank reconciliations) for presentation to the committee & annual accounts for presentation to the members at the AGM.
- Complies with all financial reporting obligations contained in the Centre rules/legislation/ LAVic Finance Regulation.

Other Committee Roles include

- Registrar
- Volunteer Co-ordinator
- Child Safe Officers
- Results & Rankings
- Canteen Manager
- Equipment Manager
- Fundraising & Sponsorship
- Uniforms Co-Ordinator
- Minute Secretary
- Coaching Co-ordinator
- Other General Committee Roles as needed

Scenario 1

Long term committee member & their family leave the Centre.

The individual has for a number of years been solely responsible for setting the weekly competition program. They have developed a fantastic excel file complete with macros that incorporates time required for each event based on age and number of athletes, to assist in arriving at an optimum program for each week and the season. The Secretary tries to organise a handover prior to the individual leaving the area and is told no, the spreadsheet that I have developed is mine, was developed in my time over a number of years and with the family relocating we expect to join another Centre where I can potentially use that spreadsheet to assist that Centre:

What does the committee do now ?

What could/should the committee have done to prevent this scenario ?

Scenario 1: Workshop Outcomes



- Refer to the Constitution regarding handover & ensure that procedure is followed
- Contact LAVic for advice
- Happy for volunteer to use the model at a new centre provided that no centre specific details/athlete information is included.

- Good handovers on roles at Centre need to take place
- Communication at outset regarding Intellectual Property rights
- Share information/resources on Google drive to ensure that Centre resources are not lost to an individual/accident.

Scenario 2



You are on the small committee at a Centre where the President has almost run the centre by himself for years.

There has always been a committee to support him but it turns over regularly and in addition to presidential duties, he did almost all the planning and programming, did the weekly setup, officiated events, coached the kids on training night and looked after results and rankings.

It is approaching Christmas and the president has accepted an employment transfer and will not longer be in the area and resigns the week before the moving trucks arrive.

What does the committee do now ?

What could/should the committee have done to prevent this scenario ?

Scenario 2: Workshop Outcomes



- Call extraordinary meeting/Special General Meeting
- Job descriptions need to be created or updated
- Communication and handover from outgoing President, seek as much time as possible for the handover and stay in contact for a period of time after the move.
- Find Committee members who are interested in or have experience in different areas such as I.T., time management, set-up
- Vice President to step up ?
- Committee should be on top of their jobs, clearly defined job roles
- Use other committee members to spread the load
- Bring former committee members back – re-engage
- Re-engage Life Members.

Scenario 3



You are on the committee of a Centre where an “enthusiastic” parent who coaches their own children but causes a few problems at centre competition days by semi-regularly challenging volunteer officials with regard to their application of the rules, and often criticises the running of the Centre for all to hear. The complaints are always verbal, other members do not want to put the complaint in writing due to fear of reprisal.

The Centre has also been contacted by Region that there was a complaint about this parent at Region Relays with regard to the parent’s behaviour and language when speaking to/yelling at the Centre Team Manager after a race and in the presence of Centre athletes.

What does the committee do now ?

What could/should the committee have done to prevent this scenario ?

Scenario 3: Workshop Outcomes



- Minute all discussions
- Executive meeting to discuss complaint and prior behaviour
- Seek out previous complaints to get clarification on prior behaviour
- Support the Team Manager
- Consult Code of Conduct to determine areas of breaches for discussion (Codes of Conduct for Athletes/Coaches/Parents etc.
- Child Safe and Child Safe Code of Conduct should be referred to
- Let Region & Office know that Committee is taking action
- Hold meeting for person to speak in their defence
- Make offender aware of outcome & present a notice of agreement
- Any discussion with offender should involve two people to engage with him/her

Scenario 4



You are on the committee of a Centre where the treasurer often misses committee meetings and when they do attend, they apologise profusely for not having up to date accounts as they have been terribly busy, but provide a verbal update on how much money is in the bank & investment accounts.

Presentation and AGM are due to take place in the next two weeks and the Treasurer has produced a P&L for the financial year that the Committee has adopted for the AGM. The books are maintained on excel spreadsheets and have not been audited but were reviewed by the treasurer of the local football club who is a work colleague of the Centre Treasurer. The Secretary has started to receive emails from uniform and equipment suppliers who claim to have long outstanding invoices that remain unpaid despite those invoices being approved months ago for payment at Committee meetings. The Secretary contacts the President who sends an email to the Treasurer, is told that there is nothing to worry about as cheques have been sent but not yet presented, they will cancel the cheques and reissue.

Does the matter stop here ?

Does the President/Secretary advise the rest of the Committee

What could/should the committee have done to prevent this scenario ?

New Committee Members

Where to find support:

- www.lavic.com.au
- <https://ourcentre.com.au/>
- <https://ourcommunity.com.au/>
- <https://justiceconnect.org.au/our-services/not-for-profit-law/>
- Your Centre Constitution/Rules
- VIC <https://www.consumer.vic.gov.au/clubs-and-fundraising>

NSW <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association>

- Your Region/other centres in your Region
- office@lavic.com.au 03 86464510