

ROLES & RESPONSIBILITIES

WHO IS RESPONSIBLE FOR WHAT IN YOUR LANDCARE GROUP EXECUTIVE

All Landcare groups should have an executive or management committee consisting of at least three members aged 18 or over.

The executive is responsible for managing the financial affairs of the group and ensuring it operates in accordance with its constitution and in such a manner that meets the objects and purposes of the Landcare group.

The executive is also responsible for ensuring that the operation of the group meets any legal requirements placed upon it, such as under the *Associations Incorporation Act 2009* (the Act). The committee may employ staff to assist it meet its obligations and to help carry out its business.

CHAIR / PRESIDENT

The Chair has the role of ensuring the overall operation of the executive and of the group. He or she chairs meetings, submits an annual report and is called upon to be a 'public face and spokesperson' for the organisation.

The Chair is also the point of reporting for staff, and hence needs to be aware of the responsibilities of employers. Please refer to the **Landcare NSW Employment Toolkit** for further information.

VICE CHAIR / PRESIDENT

The Vice Chair has the role of supporting the Chair and filling the position in his/her absence.

SECRETARY

The Secretary is responsible for ensuring the taking of minutes of:

1. all appointments of officer bearers and members of the Committee and executive;
2. names of members present at meetings; and
3. all proceedings of meetings.

He/she is also responsible for ensuring that an up-to-date register of members is kept and that all governance requirements are met.

TREASURER

The Treasurer is responsible for ensuring that all monies due to the group are collected and received and all payments are authorised. The Treasurer must keep correct books and accounts showing the financial affairs of the group, including full details of all receipts and expenditure.

EXECUTIVE MEMBERS

Executive Members assist the Chair, Secretary and Treasurer to run the group. The number required can be determined by the constitution or by the committee if not specified in the constitution.

PUBLIC OFFICER

All incorporated groups must have an official address and a Public Officer to be the official point of contact for the organisation. The Public Officer is also responsible for ensuring the management of all of the organisation's documentation in line with the requirements of the Act. This position does not have to be filled by a committee member.

FURTHER INFORMATION

For further information on the role and responsibilities of executives or management committees, visit the NSW Department of Fair Trading website at: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/management-committee>

For further detail on the duties of an organisation's responsible persons or office bearers, visit the ACNC website at: <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards/5-duties-responsible-persons>

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of June 2020. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the user's independent advisor.

