



## WAHPSA Executive Committee Roles Descriptions

### **President role:**

- Chairing meetings
- Create and disseminate agendas/approving minutes
- Management of WAHPSA email account
- Ensuring all relevant information is made available to committee members
- Ensuring the association is run according to its rules (eg: Constitution, 2015 Incorporations Act) and any other strategic plan that has been agreed to
- Representing the association at external meetings and events
- Signing documents on behalf of WAHPSA
- Resolving disputes and grievances
- Initiating and overseeing projects and activities
- Maintaining custody of all books, documents, records (including digital eg: external hard drives) and registers of the association (including archives)

### **Vice President role:**

- Maintaining register of members (membership database)
- Creating and disseminating e-news
- Managing events
- WAHPSA email account backup
- Welcome email to new members
- Check liability insurance for any events

### **Treasurer role:**

- Maintaining all financial records
- Monitoring the income and expenditure of the association
- Ensure annual financial review is conducted as per 2015 Incorporations Act
- Providing Treasurers report at each Executive & General meeting
- Keeping committee members informed of the financial position of the association
- Preparing & presenting financial statements (Treasurer's report) to the AGM
- Issuing invoices for new members/renewing memberships
- Allocating funds
- Developing budgets for new projects
- Making payments & bank deposits
- Preparing and managing the budget
- Representing the association on funding applications
- Maintaining custody of all securities, books and documents of a financial nature

### **Secretary role:**

- Maintaining the register of members
- Arranging meetings
- Assisting Chairperson to prepare the agenda
- Sending out notices for meetings
- Keeping minutes and records
- Making sure all letters and other documents are properly filed

### **Whole Executive Committee tasks:**

- Researching grants/applying for grants

### **General committee members (x3):**

- Assist fellow exec members with admin support
- Hot topic ideas
- Any other projects the committee needs assistance with