

WAHPSA Executive Committee Role Descriptions - 2023

President role:

- Manage the WAHPSA gmail account
- Ensure the association is run according to its rules (eg: Constitution, 2015 Incorporations Act) and any other strategic plan that has been agreed to
- Coordinate and implement projects and activities in accordance with annual Operational Plan
- Represent the association at external meetings and events
- Signatory representative on behalf of WAHPSA (eg: bank account, letters of support/grant applications)
- Ensure all relevant information is made available to committee members
- Resolve disputes and grievances
- Chair meetings and reviewing meeting minutes
- Provide President's report at Executive & General meetings
- Support the Treasurer and Secretary to maintain custody of all paper and digital records of the association (eg: dropbox & external hard drives) and formal registers of the association (including archives).
- Coordinate annual update of WAHPSA Operations Manual to retain committee knowledge to support efficient functioning of the committee.

Vice President role:

- Signatory representative on behalf of WAHPSA (eg: bank account, letters of support/grant applications)
- Coordinate planning and implementation of events including checking liability insurance
- Create event promotional materials (backup for Events Communications Specialist)
- Manage the WAHPSA email account (backup for President)
- Create and disseminate e-news (backup for E-news Communications Specialist)
- Implement projects and activities in accordance with annual Operational Plan

Treasurer role:

- Maintain all financial records of the association including custody of all securities and documents of a financial nature
- Signatory representative on behalf of WAHPSA (eg: bank account, letters of support/grant applications)
- Monitor the income and expenditure of the association
- Conduct financial transactions on behalf of the association (eg: payment of invoices on time and renewing term deposits)
- Lodge annual impact statement with Department of Commerce
- Prepare and manage the annual budget
- Ensure annual financial review is conducted prior to annual AGM as per 2015 Incorporations Act
- Prepare & present financial statements (eg: Treasurer's report) to members at the AGM
- Provide Treasurers report at Executive & General meetings
- Prepare and issue membership invoices to members renewing their membership and new financial members
- Notify Website and E-news Communication Specialists following payment of membership invoices
- Maintain financial and observer membership databases
- Represent the association on funding applications
- Develop budgets for projects in accordance with annual Operational Plan
- Implement projects and activities in accordance with annual Operational Plan

Secretary role:

- Arrange annual meeting schedule
- Prepare and disseminate meeting agendas
- Maintain General meetings attendance book
- Record and disseminate minutes for Executive & General meetings
- Provide Secretary's report at Executive & General meetings
- Issue any required formal notices for meetings (eg: special resolution)
- Employ diligent record keeping of all formal letters/documents required to support committee operations
- Implement projects and activities in accordance with annual Operational Plan

Opportunities for General Committee Members:

E-news Communications Specialist

- Create and disseminate annual e-news schedule
- Creates and disseminates e-news
- Maintains mailchimp membership database (including adding new member email)
- Creates mailchimp templates when required (eg: to send welcome notice to new members)

Website Communications Specialist

- Adds general meeting agenda and minutes
- Maintains members program information on 'health areas' tab
- Adds news articles and event promotion pieces
- Maintains Lethal Graphic secure certificate

Events Communications Specialist

- Creates event promotional material (eg: flyers)
- Creates events on eventbrite and maintains registrations
- Organise member guest speakers and hot topics for general meetings
- Identify and book suitable venues for general meetings

Photography Specialist

- Capture photos to promote the associations events and activities
- Capture annual committee group photo