

# Friends of Verdin Park

## Committee Role Descriptions

---

### Chair

#### Purpose of the Role

The Chair is responsible for supporting the effective and impartial operation of the Group and ensuring that meetings and activities are conducted in accordance with the constitution.

#### Responsibilities

- Chair Annual General Meetings, General Meetings, and Committee Meetings.
- Ensure meetings are conducted fairly and orderly.
- Support the Committee in delivering the purpose of the Group.
- Act as a principal public representative of the Group where appropriate.
- Help ensure that decisions agreed by the Committee are implemented.
- Work collaboratively with all Committee members.
- Exercise a casting vote where required under the constitution.

#### Term

- Elected annually at the AGM.
  - Eligible for re-election.
- 

### Secretary

#### Purpose of the Role

The Secretary is responsible for the administration and records of the Group.

#### Responsibilities

- Prepare and circulate meeting notices and agendas.
- Record and maintain minutes of meetings.
- Maintain the membership register.

- Maintain copies of the constitution and governance records.
- Handle official correspondence on behalf of the Group.
- Ensure constitutional procedures and notice requirements are followed.
- Maintain secure storage of official records.

## **Term**

- Elected annually at the AGM.
  - Eligible for re-election.
- 

# **Treasurer**

## **Purpose of the Role**

The Treasurer is responsible for overseeing the financial administration of the Group.

## **Responsibilities**

- Maintain accurate financial records.
- Monitor income and expenditure.
- Present financial reports to the Committee and AGM.
- Help ensure that Group funds are used appropriately and in accordance with the constitution.
- Assist in preparing grant or funding information where required.
- Help ensure appropriate financial controls are maintained, including dual authorisation of payments.
- Support maintenance of the Group bank account.

## **Term**

- Elected annually at the AGM.
  - Eligible for re-election.
- 

# **Committee Member**

## **Purpose of the Role**

Committee Members support the governance, activities, and decision-making of the Group.

## **Responsibilities**

- Attend Committee Meetings where reasonably possible.
- Participate constructively in discussions and decisions.
- Support activities, events, and initiatives undertaken by the Group.
- Represent the interests of members and the wider community.
- Uphold the constitution and purpose of the Group.
- Declare any conflicts of interest where relevant.

## **Term**

- Elected annually at the AGM.
  - Eligible for re-election.
- 

# **General Expectations for All Committee Members**

All Committee members are expected to:

- Act in the best interests of the Group and the community.
- Treat members and the public respectfully.
- Support openness, accountability, and transparency.
- Avoid using their position for personal benefit.
- Respect collective decisions made by the Committee or membership.
- Declare relevant conflicts of interest.