**Responsibilities of the ALMA Committee and Roles of Committee Members**

**Reviewed August 2015**

**Responsibilities of ALMA Committee**

**a. Vision and Leadership**

The Committee ensures that everything ALMA does supports its objects as set out in its constitution (copy downloadable from website) The Committee is responsible for the fundamental values on which the organisation operates. The Committee must also devise an annual plan to achieve the objects and delivery of them.

**b. Accountability and Legal Liability**

The Committee accounts for everything the organisation does, in particular its spending and activities. The Committee is accountable to the membership of ALMA and other key stakeholders. The Committee monitors and evaluates all areas of the organisation’s performance.

**c. Keeping it Legal**

The Committee is responsible for ensuring ALMA complies with all relevant legal and regulatory requirements and seeks guidance around any uncertainties. Everything the Committee and ALMA do must be in line with its constitution.

**d. Financial Management**

The Committee is responsible for ensuring that ALMA’s money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

**e. Managing Staff and Volunteers**

The Committee is responsible for ensuring that appropriate policies and procedures are in place for staff and volunteers, and that both are properly managed and supported. The Committee has specific responsibility for the support, supervision and appraisal of the Director of the Chinese Australian Early Childhood Centre (CAECC) in Mawson (the most senior member of staff currently employed by ALMA).

**Roles of Individual ALMA Committee Members**

1. **President**

The responsibilities of the President are to:

* 1. **ensure the Committee functions properly.** The President chairs Committee meetings, including the Annual General Meeting (AGM), and is responsible for ensuring that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The President is responsible for ensuring that each committee member has opportunities to maximise their contribution to ALMA. The President ‘leads the team’. The President should also ensure that the Committee regularly reviews its performance, and identifies and manages the process of renewing the Committee through recruitment of new members.
  2. **ensure the organisation is managed effectively.** The President must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of ALMA.
  3. **provide support and supervision to the CAECC Director.** The President functions as the supervisor of the CAECC Director (the most senior staff member). This includes the conduct of an annual performance review with one other committee member around September / October of each calendar year.
  4. **represent the organisation as its figurehead.** The President normally represents ALMA at functions and meetings, and acts as its spokesperson. Any official correspondence should be done using the ALMA email address (login provided by the Public Officer).
  5. **be the liaison person with** the Mawson Primary School
  6. **prepare a report** of ALMA's activities for the year for the Annual General Meeting and for the ALMA Newsletter and website.

1. **Vice-President**

The Vice-President acts for the President when s/he is not available and undertakes assignments at the request of the President.

1. **Treasurer**

The Treasurer works closely with the Committee to safeguard ALMA’s finances, and exercises a ‘watchdog’ role over all aspects of financial management.

The Treasurer is assisted in the exercise of his/her duties by an Assistant Treasurer and a book-keeper whose duty it is to process transactions for ALMA and the CAECC. The Centre Director also exercises substantial, but not ultimate, financial responsibility for the Centre, including fund raising.

The responsibilities of the Treasurer are to:

* 1. **review and agree a financial year budget** for the Centre in collaboration with the book-keeper
  2. receive and **critically review monthly financial statements** from the book-keeper
  3. **prepare and present a report of ALMA's finances** for the Annual General Meeting.

**Financial Responsibilities**

Final responsibility for financial management rests with the Committee as a whole. All members of the Committee are accountable! The financial responsibilities of the Committee, led by the Treasurer, include oversight of:

* General financial management
* Funding, fundraising and sales
* Financial planning and budgeting
* Financial reporting
* Banking, book-keeping and record-keeping
* Control of fixed assets and stock

1. **Assistant Treasurer**

The Assistant-Treasurer acts for the Treasurer when unavailable and undertakes assignments at the request of the Treasurer.

1. **Secretary**

The responsibilities of the Secretary are:

* 1. To keep careful, orderly **records** of the organisation's work. This will involve:

1. writing and keeping signed (by the President) copies of the **minutes** of committee meetings
2. filing all committee **correspondence** received and copies of replies sent, in their date order. (NB. CAECC correspondence is maintained separately)
3. filing **reports** received and made
4. keeping a record of ALMA publications, i.e. brochures, newsletters and updates.
   1. To compile electronic **lists** of useful addresses, and to keep a record of the name of appropriate officers of relevant government and voluntary organisations.
   2. To review, and maintain the security of, correspondence in and out via the official ALMA email address ([canberraalma@gmail.com](mailto:canberraalma@gmail.com)).
   3. Obtain a key to the ALMA P.O.Box 387 at Mawson from the Director (Public Officer also has a key), and check it weekly for mailed correspondence.
5. **Assistant Secretary**

The Assistant-Secretary acts for the Secretary when unavailable and undertakes assignments at the request of the Secretary.

1. **Membership Secretary (Public Officer)**

The responsibilities of the Membership Secretary are:

* 1. To liaise with the ALMA Administrative Assistant to keep an **up-to-date** list of names, addresses and telephone numbers of the committee and ordinary members of ALMA
  2. To oversee and administer the procedures for applications for new membership and renewals. This involves:

1. seeking approval for applications for membership from the committee and recording the outcomes of relevant committee decisions, including the name of the proposers and seconder for each new member
2. advising applicants of the progress of their membership applications and renewals
3. **Newsletter Editor**

Seeks contributions to, and compiles, a periodic ALMA newsletter with ALMA / CAECC updates.

1. **Website Manager**

In collaboration and agreement with the Committee, the Website Manager updates and maintains the ALMA website with up to date documentation and ALMA activities. Maintenance and updates of a closed Facebook group would be desirable (if all committee members are able to access Facebook).

**General Committee members**

General Committee members bring their knowledge, interest and perspectives to Committee deliberations. These members will often take on responsibility for particular aspects of ALMA’s activities in which they have a particular interest. These members may sometimes deputise for temporarily absent office bearers.

**NOTE:**

**All members of the committee are expected to regularly attend committee meetings. If unable to attend, timely apologies must be sent to the Secretary well in advance of the meeting so these can be recorded in the minutes.**