

## COMMITTEE RESPONSIBILITIES AND INDIVIDUAL ROLES

### 1. Responsibilities of the 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: <https://www.learningmandarincanberra.org/>). The Committee is responsible for the fundamental values on which the organisation operates.

#### 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. Confidentiality

As the Committee may, from time to time, deal with sensitive and confidential information (including information about children and their families at the Chinese Australian Early Childhood Centre (CAECC), and information that relates to the financial or operational aspects of ALMA). Committee Members must ensure the confidentiality of all Committee information, issues and discussions until the Committee makes a formal decision and determines to make public to the rest of the ALMA membership the decision and/or relevant information.

#### d. Legal Obligations

The Committee is responsible for ensuring ALMA complies with all relevant legal and regulatory requirements, in particular those arising from having management or control of an early childhood education and care centre, and seeks guidance around any uncertainties.

#### e. 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.

#### f. 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 CAECC in Mawson (the most senior member of staff currently employed by ALMA).

## 2. Roles of Individual ALMA Committee Members

### President

The responsibilities of the President are to:

- **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.
- **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.
- **provide support and supervision to the CAECC Director.** If a Delegate is not appointed, the President functions as the supervisor of the CAECC Director. This includes the conduct of an annual performance review with one other committee member around September / October of each calendar year.
- **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).
- **be the liaison person with the Mawson Primary School**
- **prepare a report** of ALMA's activities for the year for the Annual General Meeting and for the ALMA Newsletter and website.

### Vice-President

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

### 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 ALMA employees whose duties include processing 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:

- oversee the preparation of a draft financial year budget for the Centre for approval by the Committee as a whole
- receive and critically review monthly financial statements from relevant ALMA employees
- prepare and present a report of ALMA's finances for the Annual General Meeting.

### **NOTE: 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 and
- Control of fixed assets and stock.

### **Assistant Treasurer**

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

### **Secretary**

The responsibilities of the Secretary are:

- To keep careful, orderly records of the organisation's work. This will involve:
  - a. writing and keeping signed copies of the minutes of committee meetings,
  - b. filing all committee correspondence received and copies of replies sent, in their date order. (NB. CAECC correspondence is maintained separately)
  - c. filing reports received and made
  - d. keeping a record of ALMA publications, i.e. brochures, newsletters and updates.
- To compile electronic lists of useful addresses, and to keep a record of the name of appropriate officers of relevant government and voluntary organisations.
- To review and maintain the security of correspondence in and out via the official ALMA email address ([canberraalma@gmail.com](mailto:canberraalma@gmail.com)).

### **Assistant Secretary**

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

### **Membership Secretary**

The responsibilities of the Membership Secretary are:

- To liaise with the CAECC Assistant Director to keep an up-to-date list of names, addresses and telephone numbers of the committee and ordinary members of ALMA
- To oversee and administer the procedures for applications for new membership and renewals. This involves:
  - a) seeking approval for applications for membership from the committee and recording the outcomes of relevant committee decisions, including the name of the proposer and seconder for each new member
  - b) advising applicants of the progress of their membership applications and renewals



# Association for Learning Mandarin in Australia Inc. (ALMA) 澳大利亞學漢語協會

## **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 so these can be recorded in the minutes.

## **Newsletter Editor**

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

## **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.

**September 2022**