



## **By Law 3: Duties of Officers**

### **DUTIES OF OFFICERS**

#### **(1) The President:**

- (a) shall be the official spokesperson for the Society on matters of policy;
- (b) shall where practicable represent the Society on formal occasions and at meetings with senior politicians and other persons of high office;
- (c) shall preside as Chairperson at each general meeting, Committee meeting and Executive Committee meetings;
- (d) shall present a report to the Annual General Meeting; and
- (e) may undertake other duties as agreed with the Committee or Executive Committee from time to time.

#### **(2) The Vice-President:**

- (a) shall keep abreast of Society matters and activities of the President with a view to undertaking the duties of the President as and when required;
- (b) shall monitor the Corporate Plan and guide Society activities and goals in accordance with this Plan; and
- (c) may undertake other duties as agreed with the Committee or Executive Committee from time to time.

#### **(3) The Secretary:**

- (a) shall ensure to his/her satisfaction that there shall be kept the minutes of the resolutions and proceedings of each general meeting and committee meetings in accordance with the Rules of the Society;
- (b) shall ensure to his/her satisfaction that there shall be kept and maintained the Membership Register in accordance with Rule 5;
- (c) shall ensure to his/her satisfaction that there shall be sent notices of general meetings to members in accordance with Rule 12;
- (d) shall ensure all books, documents and securities of the Society are kept in accordance with Rule 36;
- (e) shall prepare the Committee meeting agenda and circulate one week prior to the meetings;
- (f) shall ensure the minutes are circulated within a reasonable timeframe following each committee meeting along with an action list if the Committee deem it appropriate; and

(g) shall undertake additional tasks as agreed to from time to time by the Committee of Management.

(4) The **Treasurer:**

(a) shall ensure to his/her satisfaction that there shall be a satisfactory system in place to collect all moneys due to the Society and make payments authorised by the Society in accordance with Rule 32;

(b) shall ensure to his/her satisfaction the keeping of correct accounts and books showing the financial affairs of the Society in accordance with Rule 32;

(c) shall ensure the accounts of the Society are audited by a qualified Auditor or Auditors appointed by the Society ;

(d) shall prepare an annual budget and review this periodically against income and expenditure;

(e) shall present periodic reports to meetings of the Committee on the financial status of the Society;

(f) shall present an annual audited financial report to the Annual General Meeting; and

(g) may undertake other duties as agreed with the Committee from time to time.

(5) The **Journal Editor:**

(a) shall co-ordinate the production of the Journal of ME/CFS Australia (Victoria) **Emerge;**

(b) shall chair the editorial committee of the Emerge; and

(c) may undertake other duties as agreed with the Committee from time to time.

(6) The **Public Officer:**

(a) shall be responsible for ensuring that the operations of the Society are undertaken in accordance with the Victorian *Associations Incorporation Act 1981*;

(b) shall present a report to the Annual General Meeting;

(c) shall lodge an annual report, including a copy of the audited annual financial report, with the Registrar of Incorporated Associations;

(d) shall advise the Registrar of Incorporated Associations of amendments to the Rules of Association and other matters as required under the *Associations Incorporation Act 1981*;

(e) shall be responsible for the custody of the Common Seal of the Society; and

(f) shall be responsible for ensuring that the reporting requirements of the Australian Taxation Office are undertaken and forwarded as appropriate.

**(7) Ordinary Committee members:**

- (a) shall choose an area of the organisation's activities and be the primary link with that activity;
- (b) shall present regular reports to the Committee on behalf of their activity; and
- (c) may undertake other duties as agreed with the Committee from time to time.

**(8) Office Management Team**

The Committee of Management (COM) of the ME/CFS Australia (Victoria) is responsible for the management of the affairs of the Society under the Rules of Association of the Society.

The COM accepts there is a need to develop a strong professional Administrative Organisation to manage the day-to-day operational activities of the Society, and that this Administrative Organisation shall be responsible to the Executive and the COM.

To this end, the COM agrees that the performance of the administration be carried out by the "Office Management Team" in order to manage the day-to-day operational activities of the Society.

These duties include

- Management of membership and subscriptions as set out in Clause 4A of the Rules of Association
- Register of Members and Ceasing Membership as set out in Clauses 5 & 6 of the Rules of Association
- Administration and support to the President and Executive in the execution of Annual General Meetings & Special General Meetings as set out in Clauses 9 through 19 of the Rules of Association
- Administration of elections as set out in Clause 23 of the Rules of Association
- Management of the Society Funds as set out in Clause 32 of the Rules of Association, save with respect to requirements of sub rule 2, the current authorities are to prevail
- Execution of Notices to Members as set out in Clause 34 of the Rules of Association
- Custody and Inspection of Books and Records as set out in Clause 36 of the Rules of Association in accordance with the Security and Privacy legislation of Victoria

- Management of the office facilities and equipment at Livingstone Close to maintain their security and ongoing operation
- Others as may be specified from time-to-time

(9) The **Support Group Coordinator**

- Shall be the conduit which information is given to and is received from Support Groups. This is in addition and complements the Support newsletter which may be edited by another person.
- Shall provide reports to the Committee through the Office Management Team, as to the situation with regard to the Support Groups, such as their activities, issues and any concerns
- The Coordinator shall ensure that new support group convenors are
  - issued with a Support Group manual
  - understand the policies of the Society
  - offered a \$50 start up “seed funding” to a new group once it is shown that the group intends to operate on a long term basis
- Ensure the convenors are current financial members of the Society
- Provide support for the Convenors if possible and when necessary

(10) The **Support Line Coordinator**

- Shall ensure training is offered to Support Line Volunteers appropriate to offering peer support to those who ring in
- Shall ensure each Volunteer is issued with a Support Line Manual
- Shall provide regular reports to the Committee through the Office Management Team with regard to any issues and concerns which may arise
- Ensure Support Line Volunteers are financial members of the society
- Oversee a roster and wherever possible cover all shifts with Volunteers
- If there are gaps in the roster then an appropriate system of referral to the office for assistance should be arranged so that calls are returned as quickly as possible.
- Ensure appropriate procedures are in place for information to be given to Support Line Volunteers so they know of any new information and any requests from phone calls can be handled and referred as appropriate.