



COMMITTEE DUTIES

PTC committee members are charged with the proper management of the club. The committee consists of 4 office bearers and the number of ordinary members decided by resolution at the AGM. No committee member can hold more than one office at the same time. Any 5 members constitute a quorum.

The committee may appoint a member to fill a position on the committee that has become vacant or was not filled by election at the AGM. If the position of Secretary becomes vacant, the committee must appoint a member to fill the position within 14 days. The committee may continue to act despite any vacancy in its membership.

Management committee:

Responsibilities: The management committee is responsible for implementing the association's rules and ensuring that it meets its obligations under the Act.

Committee members must comply with and act within the rules at all times. All committee members should be supplied with an up-to-date copy of the association's rules and be familiar with its main and most-used provisions. It may also be beneficial for committee members to bring the rules with them to every meeting. As a minimum, the Secretary should ensure that a copy of the rules is on the table at each meeting.

Conflicts of interests: Committee members must not put themselves in a position where there is a conflict between their duties and responsibilities to the association and their personal interests.

The Act requires members of the committee to disclose any material personal interest they may have in any contract, or proposed contract, entered into or being considered by the committee. A committee member has a material personal interest when that member has a personal interest in a matter which could be seen to compromise their ability to act in the interests of the club and make an impartial decision.

The interest may be financial or non-financial. Examples of material personal interests might be when:

- the committee member owns a business that the association wants to contract with to supply it with goods or services;
- the committee member serves on the committee for two associations that are competing for the same tender or grant.

In a small, volunteer run clubs, it can seem difficult to manage these obligations while providing effective management, but members are entitled to expect that committee decisions will reflect the interests of the club rather than the personal interests of its committee members.

Chairperson:

Responsibilities: The chairperson is usually the formal 'voice' of the association and is responsible for the overall coordination of the activities of the association.

The chair is responsible for:

- chairing meetings;
 - signing documents on behalf of the association;
 - ensuring all relevant information is made available to committee members;
 - ensuring the association is run according to its rules and any other strategic plan that has been agreed to;
 - resolving disputes and grievances;
 - initiating projects;
 - overseeing activities and projects; and
 - representing the association at external meetings and events.
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Deputy Chairperson:

Responsibilities: In the chairperson's absence the vice-chairperson can represent the association and preside over meetings.

Secretary:

Responsibilities: The secretary is responsible for day-to-day administrative tasks which include:

- maintaining the register of members;
 - arranging meetings;
 - assisting the chairperson to prepare the agenda;
 - sending out notices for meetings;
 - keeping minutes and records;
 - attending to correspondence;
 - making sure all letters and other documents are properly filed;
 - organising activities and events; and
 - maintaining custody of all documents, records and registers of the association.
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Treasurer:

Responsibilities: The Treasurer is responsible for managing the finances of the association. This involves:

- maintaining all financial records;
 - monitoring the income and expenditure of the association;
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- keeping committee members informed of the financial position of the association;
 - preparing and presenting financial statements to the Annual General Meeting;
 - allocating funds;
 - developing budgets for new projects;
 - making payments and bank deposits;
 - preparing and managing the budget;
 - representing the association on funding applications; and
 - maintaining custody of all securities, books and documents of a financial nature.
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Ordinary committee members:

Responsibilities: Carry out any duty given to them by the committee.