

## **Duties of SGA Management Committee Members and Office Bearers**

### **Revised 28/08/16**

#### **Duties – Honorary President**

**JOB TITLE:** Honorary President

**RESPONSIBLE TO:** The SGA Management Committee and the members

**MAIN DUTIES:**

The Honorary President shall:-

1. serve as an advisor to, and consultant for, any of the other officers of the society on all matters concerning the aims and work of the society.
2. act as an ambassador for the SGA.

As specified in the Constitution, an Honorary President will be a non-executive member of the Management Committee, unless elected as a member of the Management Committee.

#### **Duties - Chair Person**

**JOB TITLE:** Chair Person

**RESPONSIBLE TO:** The SGA Management Committee and the members

**MAIN DUTIES:**

The Chair Person shall:-

1. take responsibility for managing the Management Committee and the affairs of the Association.
2. oversee and guide all decisions taken by the Management Committee and sub committees.
3. promote the aims of the Association.
4. also have important responsibilities outside of meetings. The Chairperson may represent the Association at official functions and act as the Association's spokesperson when public statements or actions are appropriate.
5. be the convenor of the Management Committee and ex officio is a member of all sub-committees.
6. in liaison with the President, oversee the work of all officers.
7. in conjunction with the secretary, prepare and present the annual report.
8. liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
9. be completely familiar with the constitution, Association rules, committee procedures and the aims of the Association.
10. liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Association.
11. keep all office bearers up to date on necessary information.
12. help to prepare and submit any official documents required by the SGA Constitution (e.g. Annual Report).
13. act as a main point of contact for all members of the SGA but with the power to otherwise delegate, as necessary.
14. have both a vote and the casting vote in the event of a tie.
15. form committees and delegate responsibilities as deemed necessary to conduct Association business, including but not limited to the following activities:
  - organisation of speakers, venues, equipment and provisions where required, for all meetings.
  - organisation of the Annual Conference of the Association.
  - organisation of the Annual Gemset Jewellery Competition.

responsibility for the development, management and maintenance of the SGA website.

revision of the website in accordance with the Management Committee instructions.

recommendations to the Management Committee on the structure, content and management of the website.

responsibility for the development, management and maintenance of the SGA emailing service.

## **Duties - Secretary**

**JOB TITLE:** Secretary

**RESPONSIBLE TO:** The SGA Management Committee and the members

### **MAIN DUTIES:**

The Secretary shall:-

1. carry out his/her duties under the direction of the Management Committee and be responsible for keeping a true record of all minutes of all meetings, attendance to correspondence, issuing notices for meetings, keeping of records and carrying out such duties as the Committee may direct from time to time.
2. be responsible at all times for maintaining a correct and up to date register of Members of the Association. The maintenance of this register may be delegated to a specific Management Committee member.
3. in consultation with the chairperson, prepare the upcoming meeting agendas and distribute to Management Committee members at least 3 days prior.
4. prepare and distribute the minutes of each meeting and the AGM to Management Committee members within a reasonable time after the meeting.
5. maintain the Association procedures and other documentation necessary for smooth operation.
6. organise the AGM of the Association, making documentation available to members in advance as required by the Constitution.

The Secretary may delegate tasks to members of the Management Committee, as appropriate.

## **Duties - Treasurer**

**JOB TITLE:** Treasurer

**RESPONSIBLE TO:** The SGA Management Committee and the members

### **MAIN DUTIES:**

The Treasurer shall:-

1. keep an accurate record of all accounts.
2. receive all money payable to the Association and give receipts for same. All moneys so received shall be paid into the banking account of the Association.
3. pay all money owed by the Association and ensure all cheques issued by the Association are signed by a minimum of 2 of the authorised signatories to the Association bank account.
4. present at each General Meeting a balance of the finances of the Association and shall keep proper books of account of all moneys received and disbursed and generally perform all such duties as are directed by the Committee from time to time.
5. keep in his/her custody or under his/her control all books, documents and

securities of the Association except as otherwise provided in this Constitution.

6. make available the accounts and books for inspection by members on request.

7. be responsible for managing the production of approved annual accounts and, in liaison with the Secretary, making these available to members.

## **Duties – Assistant Secretary**

**JOB TITLE:** Assistant Secretary

**RESPONSIBLE TO:** The SGA Management Committee and the members

### **MAIN DUTIES:**

The Assistant Secretary shall:-

1. assist the Secretary in the performance of his/her duties as required.
2. perform the Secretary's duties in the event of the Secretary's temporary inability to do so because of absence.
3. become the Acting Secretary in the event of the death, resignation, or removal of the Secretary until such time as a new Secretary is elected.

## **Duties – Management Committee Member, including Office Bearers**

**JOB TITLE:** Management Committee Member

**RESPONSIBLE TO:** The SGA members

The Management Committee take on the ultimate legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction. They exercise general managerial responsibilities over the work of the Association. They ensure that its finances are properly managed and that it is insured against all reasonable liabilities.

A Management Committee Member:-

1. makes a serious commitment to participate actively in Management Committee work.
2. regularly attends Management Committee meetings (about 6 per year) and meetings of the Association, including the AGM and the Annual Conference.
3. is an active participant in making policy, plans and decisions, consistent with the SGA Constitution and Bylaws and any actions of the Association in its AGM.
4. is willing to form part of any Sub-committee and assist with the running of the Annual Conference as the Management Committee deem necessary.
5. volunteers for and willingly accepts reasonable assignments and completes them thoroughly and on time.
6. stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
7. represents the views of the membership and accepts collective responsibility and accountability to the membership for the actions of the Association.
8. participates in fund raising for the organisation.
9. performs all other duties and assumes all other responsibilities as may be required by law.