**Management Committee**

**Roles and Responsibilities**

**Members of the Management Committee will be expected to:**

* Uphold the values and objectives of the organisation
* Give adequate time and energy to the duties of their role
* Act with integrity and avoid or declare personal conflicts of interest

Committee members will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the management committee, even in their absence.  They are responsible for ensuring that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.  Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

It is important all nominees for Management Committee roles are aware the association has [public liability insurance](https://qwalc.org.au/qwalc-insurance/current-policies/) (up to $30 million) with AON Insurance, secured through Queensland Water and Land Carers (QWaLC) and funded by the Queensland Government.

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| **President** |
| **ROLES** | **RESPONSIBILITIES** | **TIMING** |
| **Meetings** | Attend Management Committee MeetingsAttend General Meetings | MonthlyEvery second month |
| **Public face of BaDL** |  |  |
| **Meetings** | Chair | Monthly |
| **AGM** | Annual report | By end February  |
| **Workshops**  | Attend |  |
| **Network**  | SRRC |  |
|  | HLW |  |
|  | WPSQ |  |
|  | Scenic Rim - RIT |  |
|  | BOSS |  |
| **Promote** | Events, activities, projects etc via email, social media and website | On-going |
| **Secretary** |
| **Meetings** | Attend Management Committee MeetingsAttend General Meetings | MonthlyEvery second month |
| **ACNC registration** | Annual information statement | Jan 31 |
|  | Users for ACNC site | Annual after AGM |
|  | Password for ACNC site | Always |
|  | Keep information updated | Always |
|  |  |  |
| **ABR** | Maintain ABR details | Annual after AGM |
|  | Users for ABR site | Annual after AGM |
|  | Password and details | Always |
|  |  |  |
| **OFT (Queensland)** | Register of Incorporated Associations |  |
|  | Register as a charity | Once only (submitted 2022) |
|  | Annual submission | Annual after AGM |
|  | Update name/rules | Rarely, as required |
|  |  |  |
| **QWaLC** | Membership and insurance survey | Annual (mid-Feb), on request from QWaLC |
| **Minutes of meetings** | MC agendas | Monthly |
|  | MC minutes | Monthly |
|  | General meeting agenda | Bimonthly |
|  | General meeting minutes | Bimonthly |
|  | AGM | March, annually |
| **Correspondence** | Maintain register of correspondence | As needed |
| **Treasurer** |
| **Meetings** | Attend Management Committee MeetingsAttend General Meetings | MonthlyEvery second month |
| **ACNC** | Annual audit statement | By 31 January |
|  | Annual information statement | By 31 January |
|  |  |  |
| **AGM** | Annual audit statement  | By 31 January  |
|  |  |  |
| **MC/General meetings** | Monthly reports | End of the month |
|  | Transactions list | End of the month |
|  |  |  |
| **Housekeeping** | MYOB allocate transactions | Fortnightly |
|  | Manage bank accounts | As required |
|  | Approve bank payments | As required |
|  | Maintain asset register | Monthly |
|  |  |  |
| **Project financials** | Monthly/project | End of the month |
|  | Accept quotes | As required |
|  | Pay invoices | As required |
|  | Reports for acquittal and progress reports | As required |
|  |  |  |
| **ATO** | Quarterly BAS statements | Quarterly |
|  | Maintain and check MYOB | Monthly |
|  |  |  |
| **Annual audit preparation** | Download all statements for each bank account and send to auditor | By 7 January  |
|  | Update asset register and send to auditor | By 7 January |
|  | Appoint auditor and get spending approved  | By 30 November |
|  | Download a copy of each grant agreement and send to the auditor  | By 7 January  |
| **Committee Members (4)** |
| **Meetings** | Attend Management Committee MeetingsAttend General Meetings | MonthlyEvery second month |
| **Assist**  | Assist other committee members | As required |
| **Contribute** | Contribute to discussions re. the direction and activities of the organisation | As required |
| **Commit to at least one of these areas:**  | * Website Management

(Liaise with skilled volunteer) | Add/delete items from website as determined by MC |
| * Major Events-Regenerative Land Management
 | Contribute to event/activity topics |
| Drive organisation of events |
| * Regenerative Land Management
 | Contribute to discussions and decision-making re. events, activities, etc. |
| * Membership Management
 | Update register |
| Collect membership fees |
| Add/delete members |
| Publish register |
| Update contacts and labels on Email contacts. |
| Collect membership fees |