

Duties: Tuggeranong 55 Plus Committee

President

The President's primary function is to ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all our members, at an affordable price.

- Chair the monthly meetings
- represent the Club as required
- attend meetings of other groups relevant to seniors
- create opportunities to promote the club; liaise with Communities@Work
- oversee the activities of the Club, both social and administrative
- be available to members and committee members to answer queries
- liaise and maintain a relationship with other seniors club in the area, politicians, government departments and the media
- establish partnerships with local businesses and clubs
- produce the quarterly newsletter *55 Plus in Action* and produce the regular *Guess What?* newsflash.

Vice President

The Vice President supports the President and deputises, as and when required.

- ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all members
- liaise and support the various sub-committees within the Club
- attend functions, as required, in order to promote the Club.

Treasurer

- attend monthly committee meetings
- manage the finances of the Club in a professional, accurate and transparent manner
- ensure timely payment of invoices
- maintain records in an appropriate manner acceptable to the Auditors and the Taxation Office
- report monthly to the committee on the financial status of the Club
- ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all our members.

This position requires a person with some accountancy experience and an understanding of MYOB.

Secretary

This role can be split as follows:

Minutes Secretary

- Attend monthly committee meetings and accurately record the business of the meeting
- produce the Minutes and distribute them in a timely manner to the members of the committee

- based on the Minutes, produce an Action Report for distribution to the Committee, detailing the action required and the person responsible
- deputise for the Correspondence Secretary when required
- ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all our members.

Correspondence Secretary

Note that the Volunteer Computer and Volunteer's Office at Communities@Work is available for use by Committee Members.

- attend the monthly committee meetings and note and present a report on both *Incoming and Outgoing Correspondence*
- prepare letters as instructed by the Executive Committee
- collect mail, copy and distribute to the relevant committee member, noting on original if action is required and who is responsible
- advise the Registrar General's Office immediately a committee member resigns, changes address or when a new committee member is elected
- email members as required
- prepare paperwork for the Annual General Meeting
- any other secretarial duties as required by the committee
- ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all our members.

It is essential that the Secretary have a good command of the English language and is able to edit/proof read with accuracy in relation to sentence construction, grammar, spelling, punctuation and formatting. Other duties will involve the electronic dispatch of communications to members; using the membership database; supply statistical information as required. Computer Training will be available with regards to the membership database but basic computer knowledge is essential.

General Committee Members

- attend monthly committee meetings
- assist and support the Executive Committee as required
- ensure the Club promotes and achieves an active, connected, healthy and accepting environment for all our members.

All committee members should attempt to attend as many Club functions as possible, eg Tuggeranong Festival, Party in the Park, Christmas Party, Fundraising Activities, Membership drives, etc.