



Executive Committee

Non-Executive Committee

Non-Committee Roles

President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

Secretary

(1) The Secretary must perform any duty or function required to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

(2) The Secretary must—

(a) maintain the register of members; and

(b) keep custody of the common seal (if any) of the Association and, all books, documents and securities of the Association; and

(c) Provide members with access to the register of members, the minutes of general meetings and other books and documents; and

(d) perform any other duty or function imposed on the Secretary.

(3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

Treasurer

(1) The Treasurer must—

- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
- (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
- (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
- (d) ensure cheques are signed by at least 2 committee members.

(2) The Treasurer must—

- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
- (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.

(3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Revenue Streams

(1) Revenue Streams Role must —

- (a) Oversee and decide upon all suggested revenue options presented
- (b) Ensure all commitments and deadlines are met with sponsors, grants and memberships

Game Day Operations

(1) Game Day Operations Role must —

- (a) Ensure all game day requirements are met i.e. umpires, scores uploaded, courts ready
- (b) Present new ideas for improvement of game day operations
- (c) Ensure all players are registered and insured before taking the court

Core Business Director

(1) The Core Business Director must —

- (a) Oversee the actions of division coordinators i.e. Beginners, Juniors and Seniors
- (b) Liaise with membership manager to ensure all teams understand the registration process