



Mountain Bike Australia

Club Resource: Running an Incorporated Association: The Management Committee

1. Role of the Management Committee

Basically the role of the management committee can be summarised into four (4) areas.



Plan – Investigate alternatives for action and decide on appropriate direction according to the purpose, objectives and budget of the association. Determine relevant policies to guide the implementation of the association’s plans.

Organise – Ensure plans are implemented, achievable and measurable objectives are agreed to, strategies are developed to ensure progress is achieved and operational stages are implemented and evaluated. Ensure that the resources including human and financial resources are available.

Lead – Be enthusiastic and work from an informed and well-researched knowledge base, which may include sub-committees and working groups and a wide representation of stakeholders. Regularly communicate both the vision and the actions to members and relevant stakeholders.

Control – Be responsible for setting expectations and requirements and taking appropriate action to ensure that outcomes are achieved.

The committee is ultimately responsible to the members for the operation of the incorporated association. It is responsible for interpreting and enforcing the rules and making sure the incorporated association complies with the law.

Additional information on committee management is available [here](#).

2. Management Committee Positions

Depending on what state/territory your association is incorporated in will dictate what positions are required on your management committee. However, generally incorporated associations must have the offices of president, treasurer and a secretary/public officer. Your club may decide to appoint additional people to assist in the running of the association such as a memberships officer, fundraising coordinator, and events coordinator or trail development officer.

President

The president usually chairs the management committee and also plays a major role in the incorporated associations meetings. Under the model rules the president is required to chair all meetings he/she attends.

The president should:

- Be well informed of the associations activities
- Be aware of the future direction of the association and its members
- Have a good working knowledge of the constitution and the responsibilities of all committee members
- Manage committee meetings
- Manage the annual general meeting
- Represent the organisation at local, regional, state and national levels
- Be a supportive leader for the association and its members
- Act a facilitator for association activities
- Ensure that budgeting and planning is carried out in accordance with member's wishes.

Secretary/ Public Officer

The secretary/ public officer is primarily responsible for managing the records of the incorporated association.

The secretary will also:

- Take and keep minutes for the associations' meetings
- Keep a register of members
- Take nominations for positions on the management committee
- Provide appropriate notice to members for meetings
- Call and convene special general meetings
- Arrange meeting venues and prepare agendas
- Coordinate any correspondence or reports to be presented at meetings
- Circulate minutes of meetings to members
- Complete any actions arising from meetings that require correspondence
- Receive all the associations' correspondence and raise urgent matters with the president or treasurer if necessary.

The role of the secretary/ public officer may differ slightly according to the association's constitution.

Treasurer

The treasurer is responsible for the financial management of the incorporated association. The treasurer will:

- Keep and maintain an asset register
- Manage the petty cash balance and ensure the petty cash book is kept up-to-date
- Keep all documentation for payments including receipts, invoices and statements
- Keep and maintain the incorporated association's deposit and cheque books
- Ensure all payments are approved or ratified by the management committee and are recorded in the minutes
- Keep either a receipt book of consecutively numbered receipts, or computer system records of them.

All positions on the management committee should have a well-written position description, which outline the roles and responsibilities of the position and key attributes required of the individual. Position descriptions provide anyone considering nominating for a committee position with a clear idea of what the role involves and provides direction to the officer throughout their term. Sample position descriptions are contained in the appendices of this manual.

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