



Roles of QCAL Committee members

President QCAL

Tenure: Annual

Elected by: QCAL membership

Responsible to: QCAL Committee and members

Overview of role: The QCAL President, in collaboration with the other office bearers, is responsible for the maintenance of the organisation and provides leadership for its policies and activities.

Desirable Attributes:

- have a good working knowledge of the Committee constitution, rules and duties of office bearers
- be well informed of all organisation activities and committed to meeting the overall goals of the Council
- be a person who can develop good personal and working relationships internally and externally
- be forward thinking and able to take a leadership role in developing QCAL
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and able to present a positive image in representing the Council in other forums
- be a competent public speaker and confident in dealing with a range of media forms

Specific duties include but are not limited to:

- Contributes to meeting agendas
- Chairs meetings
- Ensures Committee members are aware of and fulfil their governance responsibilities
- Complies with applicable laws
- Act as a signatory for the Council in all legal and financial purposes
- Conducts Council business effectively and efficiently
- Proposes policies and activities and oversees the implementation of those ratified by the Executive Committee and consonant with the Council's goals
- Submits regular reports to the QCAL committee and members

Vice-President QCAL (linked to the role above)

Tenure: Annual

Elected by: QCAL membership

Responsible to: QCAL President, Committee and members

Overview of role: The role of the Vice-President is to shadow the President in providing leadership and responsibility for the organisation and, specifically, the Committee and to step into the President's roles where needed.

Desirable Attributes: As well as the relevant ones of the President above

- be willing to step in for the President where needed including chairing meetings
- be able to raise concerns with the President where they arise
- Act as a signatory for the Council finances

Specific duties include but are not limited to:

- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Is an alternate signatory for legal purposes and financial purposes
- Assists the President in deciding which matters are dealt with by the Committee and delegates to Committees
- Coordinates planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represents the Council at meetings and forums as agreed with by the President
- Other duties as nominated by the President and/or Committee

Treasurer QCAL

Tenure: Annual

Elected by: QCAL membership

Responsible to: QCAL President and Committee

Overview of role: The role of the Treasurer is to be responsible for the financial supervision of the Council to allow the Committee to provide good governance.

Desirable Attributes:

- Have good organisational skills
- Have some financial expertise
- Be able to maintain accurate records
- Be honest/trustworthy
- Have the necessary level of computer skills
- Have good communication skills

Specific duties include but are not limited to:

- Competently manages QCAL's finances, including promptly:
 - . sending out invoices, paying bills
 - . making necessary refunds
 - . replying to queries of a financial nature
- Presents financial reports to meetings
- Acts as a signatory for the Council finances
- Provides advice to the Committee on their management of the finances
- Supports any required auditing processes to be submitted to the Annual General Meeting
- Ensures development and Committee review of financial policies and procedures
- Ensure that all receipts and payments concur with bank deposits and withdrawals

Secretary QCAL

Tenure: Annual

Elected by: QCAL membership

Responsible to: QCAL President and Committee

Overview of role: The role of the Secretary is to manage the approved communication tasks of the QCAL organisation in an efficient and effective manner

Desirable Attributes:

- Be organised
- Have computer skills
- Be a good communicator

Specific duties include but are not limited to:

- Competently maintains records of the Committee
- Records accurate minutes of all meetings.
- Holds an up-to-date copy of the Constitution and by-laws available for all meetings and members
- Calls meetings of the Executive Committee and of the Council when directed so to do by the President in accordance with the constitution
- Assumes responsibility for the custody of the files, books, journals and all documents whatsoever belonging to the Council
- Makes available all files and books of the Council for inspection by any member of the Committee and auditors
- Conducts correspondence and perform such other duties as the Committee may from time to time direct
- May act as a signatory for the Council finances