

# AGMC Inc Position Descriptions

## Roles And Responsibilities for Office Bearers and Ordinary Members of the Committee

*All members of the committee must read, uphold and understand the AGMC's vision, values, mission statement, objectives, focus, purpose, Constitution and lead by example by embracing this in their actions as a committee member.*

The Office Bearers of the AGMC are the President, Vice President, Secretary and Treasurer. They are to be elected at the first Committee Meeting following the AGM each year. If no person is elected, then an ordinary committee member may be appointed in the role until a meeting is called to elect a person into the Office Bearer position. Due to the nature of the Office Bearer's roles, they must be appointed from the committee and not co-opted from the general membership (unless urgency demands). All committee members are expected to behave in a professional manner and uphold the purposes of the AGMC.

### **President:**

- Providing leadership and coordination for AGMC National Committee to ensure AGMC meet its primary vision, objectives and goals as per AGMC Strategic Plan 2017 – 2020 and any Strategic Plans, Annual plans and short term or long term objectives.
- Representing AGMC on public domain (including all forms of media), including conferences, forums, focus groups, and organisational meetings by advocating the rights of multicultural and multifaith LGBTIQ communities and provide input using an intersectional lens.
- Liaising with LGBTIQ community groups and organisations, as well as multicultural and multifaith organisations, to advocate for projects that benefit the multicultural and multifaith LGBTIQ communities.
- Ensuring AGMC's financial sustainability in consultation with the treasurer.
- Chairing AGMC National Committee meetings and any other meetings unless delegated to the Vice President or any other member if the Vice President is unavailable.
- Work collaboratively with AGMC National Committee across states and territories on decision making process.
- Is a co-signatory to all financial transactions (bank transfers, payments)

- Oversees all processes and procedures and must sign off on any events/ alliances/ agreements – regardless if they involve monies or not.
- Ensures that there are six (6) committee members present to achieve quorum to conduct any AGMC business. Present includes committee members who have Skyped in/ Facetime/ on speaker/ used technology to be present for the meeting and can be heard and hear all discussions.

#### **Vice President:**

- Acts on behalf/as the President if the President is unable to preside/attend/speak.
- Provides guidance and support to AGMC President and AGMC National Committee.
- Oversees a Project list in consultation with the Secretary who creates the document.

#### **Secretary:**

- Respond to AGMC's general email and forward enquiries to the AGMC National Committee.
- Maintain record keeping, including documentations, in AGMC shared folder (Google Drive).
- Dispatch correspondence with AGMC members and stakeholders regarding AGMC meetings, forums, seminars, events, and special notice.
- Sending agendas (at a minimum one week before) and taking minutes at AGMC National Committee meetings. Minute taking is to be a factual representation and no personal bias or views of the minute taker should ever be in the minutes. Objections can be noted but minutes are always to be a true and accurate record of the meeting. Minutes must always have the names of persons present at each meeting.
- Working with AGMC President to organise AGMC Annual General Meeting, including venue hire, catering, and sending notifications to AGMC members.
- Maintain and update a register of members that has the name and address of each member as well as the date on which the member was entered into the register and whether the member's details are to be kept confidential. The Secretary will work in collaboration with AGMC Treasurer as to which members are financial or not and will send a reminder for payment before AGM as only financial members can vote.

- Administer AGMC social media platform, including Facebook page, secret group, YouTube and twitter accounts.
- Work collaboratively with AGMC National Committee to dispatch information regarding committee meetings and extraordinary/special meetings.
- Renew and manage AGMC registration with the all relevant bodies and associations, including Consumer Affairs Victoria, FECCA, LGBTI National Health Alliance, ILGA, ECCV.
- Create a Project list so that all projects are clearly allocated to a committee member, have timelines and deliverables/outcomes (note the Vice President will oversee this list but the Secretary creates and updates).
- If the Secretary is unable to fulfil duties (illness, away, other issues), tasks may be delegated by the President to one or more people. In the first instance, volunteers from the committee are encouraged to assist the temporary role.

#### **Treasurer:**

- Manage AGMC bank accounts, including bank statements, income and expenditure.
- Has financial responsibilities as a co-signatory with the President/Vice President
- Recording and banking money received, including through fundraising events, tins, and donations.
- Managing membership payment and in conjunction with the Secretary, keeps an up to date list of financial members and those who are unpaid.
- Keeping up to date as to when registrations/ yearly fees are due so as to accurately budget for payments.
- Paying invoices as authorised by AGMC National Committee or President (e.g. renewals).
- Keeping records of invoices, cheque payments, receipts, electronic transactions (EFT), bank statements and other relevant financial documentations for audit purpose.
- Liaise with a professional accountant for annual financial report.
- Preparing and reporting an annual financial report at the AGMC AGM.

- Providing (at a minimum one week before) an updated financial report at each AGMC National Committee meeting.
- Working collaboratively with all Project Managers for grants and funding allocation, including financial report and accounts keeping.
- All records must be accessible to the committee members at any time (uploaded on to a platform for access)
- If the Treasurer is unable to fulfil duties (illness, away, other issues), the President (or Vice President) is to fulfil the role or delegate to a committee member with financial understanding/ any qualifications or experience in the role of treasurer.

**The above four roles are the Office Bearers of the Committee. They are expected to attend every meeting always unless they have provided an apology (or proxy if appropriate).**

#### **Ordinary Members of the Committee (Non-Office Bearers)**

- All ordinary committee members are expected to attend at least 75% of the scheduled meetings for the year and these meetings are generally decided at the first meeting following the AGM (if not organised via email before the first meeting).
- If a member is unable to attend a meeting, they must provide written reasons (exceptional reasons such as unwell, overseas) as to why they cannot attend and this will be put to the committee to accept or not.
- Not attending 75% of scheduled meetings without a written reason (exceptional reasons such as unwell, overseas), the committee member is deemed to have resigned from the committee and the Executive/Office- Bearers will need to inform the committee member in writing.
- Ensuring they have the executive (AGMC Office Bearer) approval prior to making decisions relating to AGMC. Exploring and initiating projects through grants applications, partnerships and communicating the purpose to AGMC National Committee before proceeding.
- Actively participating in AGMC activities (e.g. attending AGMC events, liaising with stakeholders).
- When required, taking leadership as the Project Manager for a specific activity, program, initiative. This includes managing a grant budget (income and expenditure).

- Bringing to the AGMC National Committee any possible activities in line with the AGMC focus.
- When required, represent AGMC at forums, conferences, events and other community gatherings by stating their role as an AGMC representative.