



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

**Checklists
and information on
the Roles and Responsibilities
of
Waverley Life Activities Club
Membership Committee Positions**



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

This page is intentionally blank



Purpose of this document

The purpose is to set out the Roles and Responsibilities of the WLAC Committee

All Roles and Responsibilities to conform to these guidelines:

1. Keep the ideals and values of the organisation constantly before the club
2. Maintain confidentiality of Club and member information
3. The duties assigned to the role must be clearly defined, easy to understand and succinct so that any current or prospective Committee member may be encouraged to perform the role, and not be scared off by confusing duties.
4. All the Committee roles are important and required for running the club, none is to be considered more or less important than the other.
5. Committee member's access to LAMP functions and Google share drive should be provided to enable effective performance of the role
6. Key decisions affecting the Club should be ratified by the Executive Committee
7. The workload across all the roles should ideally be equally distributed, ie. No role should be expected to be more onerous than another.
8. To increase efficiency, make all effort to reduce duplication and double handling in performing the roles.
9. All Committee positions are declared vacant at the Annual General meeting, usually held in November
10. Each Executive Committee member can be in that role ideally for 1 year, or a maximum of 2 years. At the end of the Committee member's term, the Executive Committee led by the President should actively enact the succession plan for the next Committee member to be inducted
11. Ideally, no Committee member should hold multiple Committee positions
12. Each Incoming Committee member will have a 3 month overlap with the outgoing Committee member to enable a smooth transition.

Executive Committee:

- President
- Immediate Past President
- Vice President
- Secretary
- Treasurer
- Membership Secretary

Other Executive Roles:

- LAMP Administrator
- Website Administrator
- Website/Newsletter Co-ordinator

Are roles that are assigned to a member of the Executive Committee who has the required skills to perform the role.

Committee Members:

- Social Committee Member – External
- Social Committee Member – Internal



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

EXECUTIVE OFFICERS

Checklist for

President:

Role: to give leadership to the club by:

- Promoting and marketing the club's image and purpose in the wider community to attract membership
- Initiating new ideas for consideration and action
- Eliciting creative ideas from the committee and from the general membership

Responsibilities:

- Chairs members meetings
- Chairs Annual General Meeting
- Chairs Committee meetings
- With Secretary, arranges agenda for meetings
- With Secretary, arranges to prepare and present the Annual Report for the Annual General Meeting
- Attends LACVi meetings as Delegate
- Attends on invitation, or by prior arrangement, activities organised by the Convenors
- Officially welcomes new members
 - By phone or in person when membership is completed
 - At the members' get together
- In conjunction with the Secretary, controls the access of Committee members and Convenors to LAMP and Google Shared drive
- In conjunction with Secretary and/or the Treasurer or Membership Secretary, be a signatory to the Club's Bank account
- Act as Editor in Chief for all Club publications and the Website – ensuring compliance with current social media regulations

Skills:

Technical Competencies

- Microsoft suite and video conferencing



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

- Internet savvy – email, proficient with use of Life Activities Management Program (LAMP), Google Drive shared storage
- Internet Banking access to the Club's Bank account

Personal Skills:

- Knowledge of meeting procedures and basic book keeping
- Approachable and personable
- Maintains confidentiality of the Club's and members information

Checklist for

Secretary:

Roles:

- Keeps and maintains a register of the Club's By-Laws.
- Ensures that Minutes are kept of all resolutions and proceedings of each General meeting and each Committee meeting, together with a record of the names of persons present at Committee meetings.
- Deals with correspondence and such other business as the Committee may direct and as required pursuant to these Rules or by the Act.
- In conjunction with the President shall in time for each annual general meeting of the Club, prepare or cause to be prepared and published for the information of all members of the Club, an annual report of the activities of the Club which occurred during the financial year to which the report relates. (Extract from the Rules of the Waverley Life Activities Club inc. 10/09/2013)

Responsibilities:

- Answer all correspondence
- Keep files of all correspondence
- Keep files of minutes for all meetings
- In conjunction with the president, arrange agendas for all meetings
- Distribute agenda to committee members prior to committee meetings
- Arrange printing and distribution of the Club newsletter via email or hardcopy as per members' subscription
- Ensures that the Club letterhead and publications are in accordance with the Rules of Incorporated Associations Act – Reg. No and Association Name.
- Keeps in touch with Life Activities Clubs Victoria (LACVi) with regard to:
 - VMIA Insurance
 - LAMP system

WLAC Checklists for all Committee Positions – Ratified on 15 December 2020



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

- Attend members meetings
- Attend committee meetings
- Regularly clears the Post Office box
- Arrange nominations forms for Committee Positions
- Arrange for the distribution to members, notice of the Annual General Meeting at least twenty-one days prior to the Annual General Meeting
- Arrange hall bookings for members meetings each year
- Ensure that minutes of all committee meetings are circulated to committee members in a timely manner
- Prepare online submission to Consumer Affairs Victoria – following the Annual General Meeting. Liaises with Treasurer and members for signature(s) to documents as required
- Prepare and maintains documentation in relation to the Monash City Council Grant Application and Acquittal requirements
- Manage the VMIA Certificates of Insurances- Public Liability etc – *Files in G Drive* -used for booking Halls and Neighbourhood Houses activities and meetings
- Keep file of Certificate of Incorporation – original file *in G drive*, copies in Wadham House Cupboard on wall
- In conjunction with the President, controls the access of Committee members and Convenors to LAMP and Google Shared drive
- Acts as a liaison person (together with the President) with LACVi administration
- In conjunction with President and/or the Treasurer or Membership Secretary, may be a signatory to the Club's Bank account
- In consultation with the Membership Secretary and Committee, advise either reset or confirm Annual membership fees
- Ensure appropriate Invoices sent to members for membership fees payable by July 31st each year.
- Coordinate roles for Wadham House Representative
- Coordinate role for Positive Ageing Lifestyles - PALS group (Monash City Council)

Skills:

Technical Competencies

- Microsoft suite and video conferencing
- Internet savvy – email, LAMP, Google Drive shared storage
- Internet Banking access to the Club's Bank account

Personal Skills:

- Knowledge of meeting procedures and basic bookkeeping
- Approachable and personable
- Maintains confidentiality of the Club's and members information



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

Checklist for Treasurer:

Role:

- Collect and receive all monies due to the Club and make all payments authorised by the Club,
- Keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club,
- Keep and maintain a register of the assets of the Club, and
- Submit to the Committee in respect of that year, a statement of the income and expenditure of the Club prepared in accordance with the Consumer Affairs Victoria - Part 7 of the Act for adoption by the Committee pursuant to Rule 44(d). (for Incorporated Associations Inc)

Responsibilities:

- Keep accurate financial records in approved book-keeping style
- Maintain a record of monthly bank reconciliation, with receipts and payments statement
- Prepare financial statements for committee meetings and member meetings
- Have account books ready for annual "checker" prior to Annual General Meeting
- Arrange the payment of all bills and accounts when due or as authorized by the committee, with the second signatory
- In conjunction with the Membership Secretary receive membership subscriptions
- Keeps in contact with the Secretary to receive any mailed cheques or accounts
- Refund money promptly when appropriate
- Inform members via newsletter and Invoice - as to the correct designation of monies sent to the club
- Maintain a register of the assets of the Club on the shared Google Drive (G drive)
- Collect financial statements from convenors of activity groups at least seven days prior to the Annual General Meeting
- Ask Convenors if they require any additional equipment or other resources prior to the preparation of the Annual budget
- Prepare an annual budget based on recommendations by the Committee for the Monash City Council Grant submission.
- Prepare the financial statement as required by the Consumer Affairs Victoria Rules – in conjunction with the secretary
- In conjunction with President and/or the Secretary or Membership Secretary, be a signatory to the Club's Bank account

Skills:

Technical Competencies

- Microsoft suite and video conferencing



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

- Internet savvy – email, LAMP, Google Drive shared storage
- Internet Banking access to the Club's Bank account
- Understand basic final reporting & presentation – Balance Sheet, Income & Expenditure, and budgeting.

Personal Skills:

- Knowledge of meeting procedures and basic bookkeeping
- Approachable and personable
- Maintains confidentiality of the Club's and members information

Check List for

Vice President:

Role and Responsibilities:

- To substitute for the President if the President is unavailable for official duties. If an Executive Committee member is unavailable for particular meetings, the VP can fill in or nominate a temporary fill in. Long term unavailability (more than 2 months), fill in to be decided by the Executive Committee
- Champions any new initiative approved by the Committee and works with members to successfully establish the initiative
- Where new Activity group has been approved by the Committee, provides support and guidance to Convenors in establishing the new group
- Arranges a program of appropriate speakers/other activities for quarterly members' meetings
- Arranges an annual Convenors meeting/social event to bring all Convenors together
- Be the understudy to the President to take on the President's role in the subsequent Committee
- The annual End of Year/Christmas function and the Australia Day BBQ are events that are popular with the members. The VP in conjunction with Committee and members facilitates these events

Skills:

Technical Competencies:

- Microsoft suite and video conferencing
- Internet savvy – email, proficient using LAMP to administer the Groups & activities Component of the system, Google Drive shared storage.

Personal Skills:

- Knowledge of meeting procedures
- Approachable and personable



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

- Maintains confidentiality of the Club's and members information

Checklist for

Membership Secretary:

Role:

- To be first point of contact for prospective members
- To explain to any prospective members the aims of the LACVi and affiliate in general and of the Waverley Life Activities Club in particular
- Assist the President in promoting the Club in the local community

Responsibilities:

- Using the LAMP system, keep up-to-date membership files, including Activity Group membership
- Be the point of contact for Convenors to report any changes to their status or their members' status
- Provide reporting using the LAMP system as required by the Convenors regarding their members
- Follow up on memberships which are not renewed by the due date
- Forward application form and other information to prospective members
- Send welcome letter to new members
- Arrange for members name badges as members require
- Forward new members names and phone numbers to President/Vice President/s for welcome phone call
- In conjunction with President and Treasurer/or Secretary, may be a signatory to Club bank account

Skills:

Technical Competencies

- Microsoft suite and video conferencing
- Internet savvy – email, LAMP, Google Drive shared storage
- Internet Banking access to the Club's Bank account

Personal Skills:

- Knowledge of meeting procedures
- Approachable and personable
- Maintains confidentiality of the Club's and members information



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

Checklists for Committee Members – up to 3

Social - External:

Role and responsibilities:

- Arranges an ad hoc group of members (with input from the Vice President if required) to identify suitable social activities that can be partially funded by the Club – or – fully funded by the Club membership
- Prepares a program of these activities with expenditure & income, together with proposed dates for approval by Committee
- Once Committee has approved, work in conjunction with another Committee member to make all arrangements for the activity.

Skills:

- Ability to work as a team
- Attention to detail
- Ability to liaise with suppliers and with members
- End to end co-ordination of the activity

Social – Internal:

Role and responsibilities:

- Forms an ad hoc group of members (with input from the Vice President if required) to arrange a suitable activity at the the Quarterly Membership Meetings, to encourage members participation
- This can be a selection of opportunities for lunch/dinner/tea at a suitable venue (which may be the Mt. Waverley Community Centre Craft room).
- Prepares a program of these activities with costing for approval by Committee
- Once the Committee has approved, work in conjunction with another Committee members to make all arrangements for the activity

Skills:

- Ability to work as a team



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

- Attention to detail
- Ability to liaise with suppliers and with members
- End to end co-ordination of the activity

Executive Committee Roles

Checklist for

LAMP Administrator

- Is a role that is assigned to a member of the Executive Committee who has the required skills to perform the role.
- Is a member of the Executive Committee and works closely with all the committee in relation to LAMP.
- Edit/maintain committee members privileges and access to LAMP.
- Liaise with LACVi LAMP administrator, currently Lynda Bourne.
- Liaise with the Website Administrator with information on the updating of information on the Waverley LAC website

Duties:

- Attends all committee meetings

Responsibilities:

- Maintains the LAMP system in timely and up to date manner
- Seeks additional training to maintain skills for the role.
- Liaise with the President and Secretary in relation to the maintenance of the website.

Skills:

Technical Competencies

- Microsoft suite and video conferencing
- Internet savvy – email, skills in LAMP to administer the website, Google Drive shared storage.

Personal Skills:

- Approachable and personable
- Maintains confidentiality of the Club's and members information



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

Checklist

Website Administrator

Role:

- Is a role that is assigned to a member of the Executive Committee who has the required skills to perform the role.
- Is a member of the Executive Committee and works closely with all Committee members in relation to the updating of data on LAMP
- Organizes and compiles the Club website on LAMP.
- Liaise with the President and Membership Secretary with regards to any public information about the Club to be displayed on the website.
- Liaises with the Committee and Convenors on current and future activities so as the website is kept up to date.
- Ensures the Club website is informative, interesting and attractive to encourage prospective members
- Ensures all material on the Club website complies with social media guidelines

Duties:

- Attends committee meetings

Responsibilities:

- Maintains the website in timely and up to date manner
- Maintains and updates the Activities, Groups and Events following advice from Committee and/or Convenors
- Seeks additional training to maintain skills for the role.
- Liaises with the LACVi LAMP administrator if required.

Skills:

Technical Competencies

- Microsoft suite and video conferencing
- Internet savvy – email, skills in LAMP to administer the website, Google Drive shared storage.
- Skills in updating and editing in LAMP



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F

Personal Skills:

- Approachable and personable
- Maintains confidentiality of the Club's and members information

Checklist

Website/Newsletter Coordinator

Role:

- Is a role that is assigned to a member of the Executive Committee who has the required skills to perform the role.
- Is a member of the Executive Committee
- Organizes and compiles information for the member's newsletter
- Edits contributions and decides on the format of the newsletter
- Ensures that the newsletter and any attachments are emailed to the Secretary by the due date for distribution to the members
- Liaises with the President and Membership Secretary with regards to any public information about WLAC to be displayed in the newsletter
- Ensure all material in the Newsletter complies with social media guidelines

Responsibilities:

- Gathers material from Activity Group Convenors, from members, and from LACVi
- Arranges and edits contributions for the newsletter
- Set deadlines for the receipt of contributions for publication, informs all contributors of the due date
- Ensure that the newsletter and any attachments are emailed to the Secretary by the due date for distribution to the members
- Keeps a file of all newsletter on the Google drive, and a copy with the files at Wadham House cupboard

Skills:

Technical Competencies

- Microsoft suite and video conferencing
- Internet savvy – email, LAMP, Google Drive shared storage

Personal Skills:

- Knowledge of meeting procedures
- Approachable and personable
- Maintains confidentiality of the Club's and members information



PO BOX 405 MOUNT WAVERLEY VIC 3149

Reg. No. A0052831F
