

## **MANAGEMENT COMMITTEE TERMS OF REFERENCE**

### **Policy**

The role of each committee member is as defined in the MCCGC constitution. These include:

#### *The President*

The President has a role in assuring the integrity of the Management Committee's decision-making processes, and in representing the Management Committee in external forums, and may communicate Management Committee-stated positions to external parties on relevant issues.

The President should ensure that the Management Committee behaves consistently with its own rules and those legitimately imposed upon it by external regulatory and compliance organisations.

The President is empowered to chair all meetings of the Management Committee, and has a responsibility to ensure all deliberations are fair, open and thorough, but also timely, orderly and kept to the point. The President requires skills in meeting procedure, and is responsible for ensuring the Management Committee members address the Agenda items in a timely way, and are not sidetracked with superfluous issues. The President is responsible for ensuring all decisions are moved and seconded, and voted upon. The vote is carried if the majority of those present vote for the motion.

The authority of the President consists in making decisions within the governance process and policy frameworks, and is authorised to use and convey any reasonable interpretation of the provisions of these policies.

The President has no authority to make decisions that conflict with management Committee policies, and has no unilateral authority to personally supervise or direct the MCCGC Executive Manager.

During the incumbency of the President, he/she has a responsibility for succession planning, and for ensuring the Vice President has an opportunity to develop the necessary skills to fulfil this role.

#### *The Vice President*

The Vice President is elected with the responsibility of substituting for the President when he or she is not available. This responsibility includes chairing meetings of the Management Committee or representing the Management Committee at external forums, in the absence of the President. It is incumbent on the Vice President to seek the necessary mentoring and education to acquire the skills required to fulfil the role of President of the Association.

#### *The Secretary*

The Secretary is responsible for preparing meeting Agendas for each Management Committee meeting, and for recording the minutes of each meeting, and any decisions made. At the subsequent meeting of the Management Committee the minutes of the previous meeting are to be endorsed as per the minute procedure

The Secretary is also responsible for receiving correspondence inwards and for preparing outward correspondence on behalf of the Management Committee.

The Secretary is also required to maintain the Register of Members, and following the Annual General Meeting, to arrange for the preparation and lodgement of the annual returns to the Office of Fair Trading. It is the Secretary's responsibility, in consultation with the MCCGC Executive Manager, to ensure public notices of the Annual General Meeting are placed, and that the Association's members are notified of any scheduled General Meeting. The Secretary also receives nominations for new memberships and for Management Committee positions prior to the Annual General Meeting.

#### *The Treasurer*

While all members of the Management Committee have a responsibility to read and understand the monthly financial reports, it is the Treasurer's role to clarify for the members of the Management Committee any issues in the financial statements for which explanation may be required. The MCCGC Executive Manager delegated to the Financial Controller will present the monthly financial statements to the Treasurer, who has a responsibility for ensuring responsible fiscal management of all funds and accounts, and for monitoring expenditure/income and account activities against the approved budget.

The Treasurer is an authorised signatory for all MCCGC accounts.

The Treasurer, in consultation with the MCCGC Executive Manager delegated to the Financial Controller, is required to arrange for the chart of accounts to be examined by the nominated Auditor at the end of each financial year, and to accept the annual audited statement from the Auditor.

#### *Management Committee Members*

The Management Committee of MCCGC has the constitutional authority to accept as many Management Committee Members (in addition to the Office Bearers) as they choose to do so for effective and efficient management as per the constitution limit. Management Committee Members are elected at the Annual General Meeting, and have the capacity to expand the balance of skills and experience of the Committee. Specific disciplinary expertise which may be sought by Management Committee Members could include an understanding of consumer issues; financial or legal expertise; industrial relations or human resource management; or strategic planning or policy skills.

To fulfil the role of a Management Committee Member, the person elected would meet the code of ethical conduct, behaviour and not have a conflict of interest.

Management Committee Members are expected to contribute to all governance discussions and decision-making processes, and to participate in sub-committees or working parties when called upon to do so.