



## **RSLWA Osborne Park RSL Sub Branch**

129 Main Street, Osborne Park, WA 6017 [www.osborneparkrsl.com](http://www.osborneparkrsl.com) ABN: 797 415 373 38

### **Duties of Office bearers and Committee Members**

#### **Overview**

All office bearers and committee members are elected at the AGM to take on roles and duties during the year to maintain the viability of the Sub Branch on behalf of all members. The Executive Group (President, Vice President, Vice President/Membership Officer, Junior/Vice President, Treasurer and Secretary) have duties specified by the RSLWA by Laws. Committee members are appointed to roles determined by the Sub -Branch as required to meet Sub- Branch operating needs and are elected at the AGM.

In order to grow and develop the Sub Branch we need to have a team approach. The more members who are able to assist by taking on Committee roles and short term Volunteer roles the more effective we will be. Monthly General Meetings (MGM) take place at 6 pm on the first Friday of each month and Committee meetings are held at 5:30 pm on the Thursday before the MGM.

All Office bearers are elected for a three year tenure period. Should they be unable to complete the three year term they may stand down. Another volunteer maybe elected by the members present at the next MGM following their resignation.

#### **Duties of Sub- Branch President (RSLWA By-Law 5.31)**

Whilst not exhaustive the President shall:

- a. Chair meetings
- b. Sign documents on behalf of the Sub Branch
- c. Ensure all relevant information is available to committee members
- d. Ensure the Sub-Branch is run according to and in compliance with the Constitution of RSLWA
- e. Oversee activities and projects
- f. In the President's absence, the Vice President if one is appointed or a member nominated by the President may represent the Sub-Branch and preside over meetings.

#### **Duties of Sub-Branch Secretary (RSLWA By-Law 5.32)**

A Sub-Branch Secretary shall:

- a. Keep a register of all members of the Sub-Branch
- b. Keep full and correct minutes of all meetings held by the Sub-Branch



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- c. Be responsible for having receipts issued for monies received by him on behalf of the Sub-Branch and to have all such moneys deposited in the Sub-Branch bank account or an account held by the Sub-Branch in a similar institution such as a Credit Union or Building Society
- d. Carry out all instructions received from the members of the Sub-Branch in the form of resolutions passed by the majority of the members

5.33 All payments from the Sub Branch Accounts must be signed by any two of the following: the President, Vice-President, Secretary or Treasurer.

### **Duties of Sub-Branch Treasurer (RSLWA By-Laws 5.34)**

A Sub-Branch Treasurer shall:

- a. Be responsible for having final receipts issued for the monies received on behalf of the Sub-Branch and to ensure all moneys received on behalf of the Sub-Branch are deposited in an approved bank or similar institution and vested in the name of the Sub-Branch
- b. Verify all accounts for payment, which are presented to the members for authority to pay
- c. Keep a cashbook in which is recorded all financial transactions of the Sub-Branch
- d. Keep a working account for day to day running of the affairs of the Sub-Branch, and an amelioration account for matters pertaining to the welfare assistance to members, proceeds from the *Poppy Day* collections and any other income, allotments, donations, or bequests made specifically for welfare purposes must be paid into the amelioration account
- e. Draw up and present to the members at the monthly meeting a statement showing clearly the financial position of the Sub-Branch as compared with the previous monthly statement
- f. Reconcile between the balance shown in the cashbook and the balance shown on the statement from the bank; and
- g. Prepare and submit to the Annual General Meeting a duly audited or reviewed (in accordance with the Act) statement of the income and expenditure of the Sub-Branch, with a balance sheet setting out the assets and liabilities of the Sub-Branch.

### **Duties of Sub Branch-Vice President /Membership Officer (RSLWA By-Law 5.31)**

The Sub-Branch Vice President deputises for the President when the President is absent. At our Sub-Branch this role has also been responsible for membership matters.

As Membership Officer this role also:



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- a. maintains the Sub-Branch membership data base
- b. administers the Sub-Branch website
- c. provides connection for members to health & wellbeing, career growth and welfare & advocacy resource provided by our Sub-Branch, RSLWA, Department of Veterans Affairs (DVA) and other service related organisations.
- d. maintains member contact through in-person, phone, email and mail communications

### **Duties of Sub Branch Junior Vice-President (RSLWA By-Law 5.31)**

The Sub-Branch Junior Vice President deputises for the President or Vice President when the both are absent. At our Sub-Branch this role works with the President and Committee on occasions where additional resources are needed to complete tasks.

### **Duties of Sub-Branch Warden (RSLWA By-Laws 5.42)**

A Sub-Branch Warden shall be an officer of the Sub-Branch and oversee and ensure that the affairs of the Sub-Branch are conducted in accordance with the Rules and in the best interests of the League and the Sub-Branch.

### **Duties of Sub Branch Committee members**

*These are determined by the Committee and can change as circumstances alter.*

### **Sub-Branch Catering Coordinator**

- a. coordinate a team of volunteers to provide meals at monthly general meetings
- b. coordinate catering for special events (e.g. ANZAC Day, Christmas party)

### **Sub-Branch Short Term Special Events Coordinator**

- a. coordinate ANZAC Day event ( complete file of details available)
- b. coordinate Poppy Day event ( complete file of details available)
- c. coordinate volunteers required for one off events
- d. coordinate special social events requested by members (visits to places of interest, picnics etc.)

### **Sub-Branch Inventory & Property Coordinator**

- a. maintain inventory of property held by the Sub- Branch
- b. assist with tasks relating to the maintenance of the hall and surrounds
- c. assist with fundraising activities using the hall (e.g. hall hire)



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### **Sub-Branch Project Assistant/Coordinator**

- a. a. assist the Secretary with administration tasks at pressure points
- b. provide assistance with establishment and maintenance of policies and procedures
- c. assist Secretary and other office bearers in record keeping and communication projects

### **Committee Member (General Duties)**

- a. Provide occasional assistance to the Management Committee on general tasks as they arise
- b. Assist with the running of Sub-Branch activities and projects
- c. Help with manual tasks and general hall upkeep activities when available

### **Essential requirements for a 21<sup>st</sup> century Sub-Branch office Bearer and Committee member**

In order to ensure we comply with the good governance requirements of the ACNC all involved need to communicate and know what is happening. Each person needs:

- a. an internet connection and the capacity to send and receive emails
- b. a mobile phone which can send and receive messages
- c. literacy and numeracy skills to be able to participate in sound management practice
- d. competency and experience in the area of the position they nominate for
- e. own transport to be able to attend to role responsibilities and respond to member needs