

# Roles and responsibilities of Elected PPBA Committee Members

## PRESIDENT

Preside at all Club meetings and direct where necessary.  
Prepare a Presidents report for presentation at the Annual General Meeting.  
Ensure all committees are run in an efficient, correct & appropriate manner.  
Ensure the Minutes of Meetings have been accepted by all committee members as a true and accurate account.  
Responsible to hand over all information and be accessible to assist incoming President to ensure smooth handover.

## VICE PRESIDENT

Act as President in his/her absence  
Assist the President and other committee members when required.

## SECRETARY

Take, maintain and distribute minutes of the general and committee meetings.  
Ensure distribution of minutes to all Members and Executive.  
Maintain a register of the Executive committee members as required by the Associations Incorporated Act.  
Attend to any general correspondence received, redirecting as required.  
To maintain a mailing, both email and spread sheet data base for easy access to members.  
Attend to any correspondence that may arise.  
Ensure a record is kept of all attendees at all meetings.  
Ensure an agenda is prepared for all meetings.  
Receive nominations for the Executive positions for the AGM.  
Responsible to hand over all information and be accessible to assist incoming Secretary to ensure smooth handover

## TREASURER

Be responsible for the financial management of the Club.  
Maintain necessary books of accounts and produce them on request of the Executive Committee.  
Keep a record of all assets and liabilities of the Club.  
Submit a financial report at all Executive, Committee and General Meetings.  
Receive all monies payable to the Club and issue receipts as required.  
Invoices are issued at the start of the season to Port Stars United players.  
All invoices and receipts are entered into MYOB accounting system V16  
Pay all accounts as they fall due.  
Organise the auditing of the books.

Present an audited balance sheet at the Annual General Meeting.  
Raise any issues that may affect the financial viability of the Club  
Every quarter (4 times a year) the Business Activity Statement (BAS) is prepared online and submitted to the Australian Tax Office to pay the GST liability.

## **COMMITTEE MEMBER**

Attend Committee meeting – once a month.  
Join Subcommittees as require.  
Use their skills and Knowledge to assist in improving PPBA.  
Vote on issues raised at Committee meeting.