**SECTION 1 - The Committee of Management**

**1.1 Committee Responsibilities**

1.1.1 Tasks

The Committee of Management (the Committee) is responsible for the oversight and

governance of the Central Coast Softball CCSAI Inc. (CCSAI) and its business.

Its main roles and tasks are to:

a. Set objectives, define policy and develop strategic direction

b. Incorporate good governance and ethical standards into daily activities

c. Specify the delegation of the Chair (whether paid or volunteer) and the

Committee

d. Ensure the Chair provides satisfactory leadership, planning, organisation,

control and succession

e. Monitor the performance of management and volunteer team

f. Monitor the performance of the organisation against the agreed goals

g. Ensure present plans and actions provide for the organisation’s continuity

h. Manage communication with members and other stakeholders including

government, sponsors etc.

i. Manage risk

j. Clearly identify committee and management responsibilities

k. Ensure compliance with policies, laws and regulations

l. Emphasise and concentrate on long-term goals

m. Undertake a regular review of the organisation’s finances

1.1.2 Duties

The Committee is bound by a number of duties as outlined in the Corporations Act

which include, but are not limited to:

a. Duty to act in good faith and with care and diligence

b. Duty to act in the best interests of the organisation as a whole

c. Duty not to misuse information or misuse your position

d. Duty not to abuse a corporate opportunity

e. Duty to avoid/ disclose any relevant potential conflict of interest

f. Duty to maintain confidentiality

g. Duty to observe the constitution

h. Duty not to trade while insolvent

i. Duty to avoid negligence, fraud and other wrongs

**1.2 Committee Roles**

1.2.1 Chair

The Chair is the public face of the Association. The role of the Chair is to provide

leadership and ensure effectiveness in all aspects of the governance role.

Subject to the Act, the Constitution, the Regulations and any policy directive of the

Committee, the Chair has power to perform all such things as appear necessary or

desirable for the proper management and administration of the Association. No

resolution passed by the Association at a General Meeting shall invalidate any prior

act of the Committee which would have been valid if that resolution had not been

passed.

The Chair may in consultation with the Committee, as appropriate, employ such

personnel as are deemed necessary or appropriate from time to time and such

appointments shall be for such period and on such conditions as the Chair

determines.

The Chair is responsible for:

a. Developing a common view of the Committee’s purpose

b. The management of meetings and must ensure that discussion is open

and balanced

c. Casting deciding votes where required

d. Ensuring that decisions made at meetings are implemented

e. Providing a focus for the governing body of the organisation (please note,

however, that the Chair has no more authority than any other committee

member unless this is specified in the governing document)

f. Acting as a spokesperson for the organisation and/or the governing body

g. Signing and certifying the annual accounts for the organisation

1.2.2 Secretary

The Secretary must, as soon as practicable after being appointed as Secretary,

lodge notice with CCSAI of their address.

The Secretary is responsible for:

a. Maintaining records of all appointments of the Committee and other office

bearers as appointed

b. Maintaining records of the names of Members present at a committee

meeting or a general meeting

c. The promulgation of required agendas, minutes, notices and any other

documentation required by the Act, the Constitution or these Regulations

d. Maintaining records of all proceedings of committee meetings and general

meetings. Minutes of proceedings at a meeting must be signed by the

Chair of the meeting or by the Chair of the next succeeding meeting

1.2.3 Public Officer

The Secretary shall be appointed the Public Officer in accordance with the Act, must

be over 18 years of age and a resident of New South Wales. The Public Officer is by

virtue of that office, an authorised signatory for the CCSAI.

The Committee must fill any vacancy in the office of Public Officer within 28 days of

that vacancy and the new Public Officer must advise Fair Trading the details of the

appointment within 28 days of taking office.

The former Public Officer must ensure that all documents of the CCSAI in their

possession are delivered to a committee member within 14 days of vacating office.

The Public Officer is responsible for:

a. Lodging the annual financial statements with the Department of Fair

Trading within 30 days of the AGM being held

b. Lodging change of Public Officer details (Form 11) within 28 days of

taking Office

1.2.4 Treasurer

The Treasurer is responsible for:

a. Ensuring that adequate accounts and records exist regarding the

organisation’s financial transactions, including accurate and up-to-date

records of all income and expenditure

b. Coordinating the preparation of a budget and monitoring it carefully;

c. Issuing receipts and promptly depositing all monies received in the

organisation’s bank account

d. Making all approved payments and invoicing groups/members promptly

e. Acting as the signatory to the organisation’s bank accounts, cheque

accounts, investments and loan facilities (with at least one other

Committee member) with the exception of the canteen account

f. Managing the organisation’s cash flow and be accountable for the

organisation’s petty cash

g. Preparing and presenting regular financial statements to the Committee at

meetings

h. Negotiating with banks for overdraft facilities, mortgages and other loan

facilities where required by the Committee

i. Regularly filing business activity statements (including GST) with the

relevant authorities, where applicable

j. Preparing financial accounts for an annual audit, and providing the auditor

with information as required

k. Preparing an annual financial report

1.2.5 Registrar

The Registrar is responsible for

a. Maintaining a register of Members in which shall be entered the full name,

address, date of birth, class of membership together with the date on

which the person became a Member, and where appropriate, ceased to

be a Member

b. Maintaining a registrar of un-financial members which is to be made

available upon request to Clubs. Clubs are to submit a list of un-financial

members to the Committee by AGM

c. The management of game results and POY points