

SYDNEY ESTONIAN PARENTS' AND FRIENDS' ASSOCIATION 'SÕRVE SÕBRAD'

Powers of the committee (from the Constitution)

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

16. Composition and membership of the committee

- (1) The committee is to consist of 9 members, each of whom is to be elected at the annual general meeting of the association under clause 17.
- (2) The office-bearers of the association are as follows:
 - (a) the president,
 - (b) the vice-president,
 - (c) the treasurer,
 - (d) the secretary.
- (3) The office-bearers are elected from amongst ordinary members of the committee by ordinary members of the committee immediately following the annual general meeting. Other roles may be created and assigned to committee members by decision of the committee.
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).

(5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(6) The committee may by a simple majority vote co-opt up to two (2) additional members of the association to attend committee meetings and fill particular roles created and assigned by decision of the committee, but not to be members of the committee.

Role Descriptions (from the Constitution):

1. President and Vice-President

(1) It is the duty of the president to:

(a) preside at general meetings of the association and meetings of the committee at which he or she is present;

(b) co-ordinate the activities of the association, committee and any subcommittees; and

(c) represent the association as required.

(2) It is the duty of the vice-president to assist the president in carrying out his or her duties and to preside at general meetings of the association and meetings of the committee in the absence of the president, and to represent the association with the agreement of the president.

2. Secretary

(1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

(2) It is the duty of the secretary to keep minutes of:

(a) all appointments of office-bearers and members of the committee,

(b) the names of members of the committee present at a committee meeting or a general meeting, and

(c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

(4) The secretary must have available at each committee meeting a copy of the register and this constitution.

3. Treasurer

It is the duty of the treasurer of the association to ensure that:

(a) all money due to the association is collected and received and that all payments authorised by the association are made, and

(b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association, and

(c) the financial records of the association are kept secure.

Other current Committee Roles not specified in Constitution:

Public Officer

Camp Registrar

Leader Liaison with Juhid activities during Camp planning and preparation

Media

Other supporting functions performed by Committee Members or community supporters:

Fundraising events organisation and execution

Website or media and publicity support

Interstate support and publicity

Singing, Music, Dance, Language, Medical, Supervision, Guidance, Craft, Cooking, Literature, Adult Activities and other organisational functions at camp.

Sponsored awards at camp

Sponsorship for leader development