



International Women's Day
Association SA Inc

IWD ASSOCIATION SA INC IS A VOLUNTEER
GROUP OF WOMEN WHO CELEBRATE
INTERNATIONAL WOMEN'S DAY EACH 8TH
MARCH WITH A COMMUNITY EVENT

Annual General Meeting 2017 Election of Office Bearers

The Constitution of the IWD Association (SA) provides for a Management Committee of 12 members. Four of these members shall be the Office Bearers: **President, Vice President, Secretary and Treasurer** (Clause 11.3). The office bearers are elected by a majority vote each year at the IWD Association's AGM.

If you have the skills, time and commitment to carry out the responsibilities of the role, please be prepared to nominate yourself at the AGM. Nominations by email before the AGM would be most welcome.

Role Statements

PRESIDENT

The President will have the skills, time and commitment to

- attend monthly meetings of the Association's Management Committee;
- be the face of the IWD Association (SA);
- speak on behalf of the Association (or delegate this responsibility);
- take the lead in negotiations on behalf of the Association (including for the annual Luncheon venue);
- chair meetings (or delegate this responsibility);
- liaise with Patrons, Life Members, Sponsors and other VIPs;
- convene the Events Organising Sub-Committee, or delegate responsibility to a suitable Management Committee member.

The Event Organising Sub-Committee is responsible for all aspects of the planning and staging of the annual International Women's Day Luncheon.

VICE PRESIDENT

The Vice President will have the skills, time and commitment to deputise for the President in all functions listed under "President".

SECRETARY

The Secretary will have the skills, time and commitment to

- attend monthly meetings of the Association's Management Committee;
- prepare an Agenda for monthly IWD Association meetings;
- email the Agenda with all attachments to members of the Management Committee at least a week prior to each monthly meeting;
- prepare Draft Minutes of each monthly meeting and once approved, file as the formal record of each monthly meeting;
- monitor all incoming correspondence (electronic mail and hard copy postal mail);
- forward incoming correspondence items for action as required, file in appropriate folder on Drive or in G-mail account;

Annual General Meeting 2017

Election of Office Bearers

- with the President, prepare correspondence;
- present a register of all correspondence at each monthly meeting;
- prepare a notice of the Association's AGM, take the Minutes of the AGM, including names and contact details of all attendees;
- be responsible for maintaining a complete and up-to-date Register of the Association's members;
- convene the Secretariat Sub-Committee.

The Secretariat Sub-Committee is responsible for providing practical assistance to the Secretary in performing all the functions listed under "Secretary"; managing and maintaining the email account(s); managing and maintaining the Association's data bases, including the Register of Members.

TREASURER

The Treasurer will have the skills, time and commitment to

- attend monthly meetings of the Association's Management Committee;
- prepare the annual Profit and Loss Statement;
- prepare a monthly Profit and Loss Statement for presentation to the monthly meeting;
- bank monies received, write receipts, make payments and maintain a monthly ledger in spreadsheet form (or similar);
- write cheques on the Association's account(s);
- maintain documentation of payments approved by the Management Committee;
- reconcile bank account(s) at the end of each month and prepare a report for the Management Committee meeting;
- after monthly meetings upload a copy of monthly report to Drive;
- manage cash receipts and payments at all Association events (or delegate this responsibility to another Management Committee member);
- initiate receipts for electronic bookings and reconcile receipts with provider's reports;
- obtain complete ABN declarations for any payments to businesses where ABN is not provided;
- liaise with the Association's Auditor to have the books formally audited annually;
- ensure cheque signatories are always correct and up-to-date.

Authorised by

Joan Russell
President
IWD Association (SA) 2017
14 July 2017