

Southcoast Health and Sustainability Alliance (SHASA) Executive Committee Position Description

Title: **President**

Function: Lead the SHASA Committee and membership to follow SHASA's 2030 Strategic Plan.

Aim: Lead and inspire the Committee; Members and the Community to engage in the activities necessary to achieve SHASA's strategic plan.

Responsibilities:

- Ensure that the organisation adheres to the Strategic Plan;
- Oversees the workings of the committee and working groups;
- Represent SHASA at community meetings and functions
- Perform the role of primary media spokesperson;
- Promote SHASA's principles and projects to the wider community;
- Initiate, delegate and monitor progress of projects;
- Mentor and share knowledge with and between SHASA volunteers and Contractors ;
- Engage with new SHASA members to identify their preferences and how they may best contribute;
- Be agile in responding to the changing needs of the community;
- Work closely with the Treasurer on financial management of funds;
- Draft meeting agenda in consultation with Committee members;
- Ensure that all personal conflicts of interest are declared.

Note:

- Chair Members' monthly meetings
- Attendance at AGM held in August/September;
- Participate in engagement with Council and other relevant bodies and the community to advance the plans of SHASA; and
- Ensure SHASA adhere to the *Associations Incorporation Act 2009 (NSW)*
- Acknowledge the Yuin people as the custodians of the Eurobodalla.

**Southcoast Health and Sustainability Alliance (SHASA)
Executive Committee Position Description**

Title: **Vice President**

Function: Assist the President to Lead the SHASA Committee and membership in line with the SHASA 2030 Strategic Plan.

Aim: Support the President to inspire the Committee; Members and the Community to engage in the activities necessary to achieve SHASA's strategic plan.

Responsibilities:

- Manage updating of the Strategic Plan;
- Recruitment of volunteers and staff;
- Second Signatory on SHASA Bank Accounts;
- Organise meeting dates for SHASA Monthly Meetings; Invite Members and book location of meeting (eg. Zoom or in person)
- Represent SHASA as required; and
- Assist the SHASA Executive by:
 - ▲ Providing support to ensure the wellbeing of the committee members and volunteers;
 - ▲ maintain focus on the objectives of the Strategic Plan;
 - ▲ Maintain the flow of communications within the committee;
 - ▲ Assist the President to work through ideas and challenges;
- Ensure that all personal conflicts of interest are declared.

Note:

- Attendance at Members' monthly meetings;
- Attendance at AGM held in August/September;
- Availability as required to sign off on bank account activities;
- Participate in engagement with Council and other relevant bodies and the community to advance the plans of SHASA; and
- Ensure SHASA adhere to the *Associations Incorporation Act 2009 (NSW)*

Southcoast Health and Sustainability Alliance (SHASA) Executive Committee Position Description

Title: **Secretary**

Function: Provide support to the SHASA Committee and membership in line with the SHASA 2030 Strategic Plan.

Aim: Support SHASA to ensure effective administrative management of meetings.

Responsibilities:

- Monitoring the Committee to ensure policy and procedures are being followed
- In collaboration with the President ensure timely completion and despatch of Committee and Members Meeting papers;
- Ensuring that the business at Committee and Members's meetings is accurately captured in the minutes;
- Undertake arrangements for AGM including advertising the scheduled date;
- Assist the Treasurer to prepare Reports to NSW Fair Trading
- Maintain a list of members in collaboration with the President and Treasurer
- Ensure that all personal conflicts of interest are declared.

Note:

- Attendance at Members' monthly meetings
- Attendance at AGM held in August/September
- Assist President as required;
- Participate in engagement with the community to advance the plans of SHASA;
- Ensure SHASA adheres to the *Associations Incorporation Act 2009 (NSW)*.

Southcoast Health and Sustainability Alliance (SHASA) Executive Committee Position Description

Title: **Treasurer**

Function: Provide support to the SHASA Committee and membership to execute the SHASA 2030 Strategic Plan.

Aim: To effectively manage the finances of SHASA.

Responsibilities:

- Maintain Spreadsheets (accounting software) of all SHASA finances;
- Ensure timely payment of all invoices and undertake responsibilities as the first signatory on SHASA bank accounts;
- Prepare Financial Reports for Monthly meetings and AGM for NSW Fair Trading as required;
- Ensure audit of accounts is undertaken when required;
- Prepare Reports to Fair Trading in consultation with the Secretary
- Keep records of membership fees and provide members with notifications of renewal of membership;
- Undertake requirements for Acquittal of Grant funds; and
- Meet the Deductible Gift Recipient (DGR) requirements for SHASA (Assistant Treasurer?) Appoint the Auditor at the AGM.
- Ensure that all personal conflicts of interest are declared.

Note:

- Attendance at Members' monthly meetings
 - Attendance at AGM held in August/September
 - Assist President as required;
 - Participate in engagement with the community to advance the plans of SHASA;
 - Ensure SHASA adhere to the *Associations Incorporation Act 2009 (NSW)*.
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Southcoast Health and Sustainability Alliance (SHASA) Executive Committee Position Description

Title: **Committee Member**

Function: Support the SHASA Committee and fellow members in line with the SHASA 2030 Strategic Plan.

Aim: Contribute to engagement in activities necessary to achieve SHASA's strategic plan.

Responsibilities:

- Regular attendance at committee meetings;
- Participation on relevant SHASA working groups and represent SHASA on external bodies, eg Housing Forum,
- Undertake roles that fit with expertise and passions; and
- Be an ambassador for SHASA projects - let the community know about the works of SHASA and encourage others to get involved or contribute.
- Ensure that all personal conflicts of interest are declared.

Note:

- Attendance at Members' monthly meetings;
- Attendance at AGM held in August/September
- Participate in engagement with the community to advance the plans of SHASA;
- Ensure SHASA adhere to the *Associations Incorporation Act 2009 (NSW)*.

Title: SHASA Project Managers

Function: Manage the administration and execution of grants secured by SHASA.

Aim: Complete grant funded projects on time and on budget.

Responsibilities:

- Ensure that the client fully understands the scope of the grant including project plan, timelines, deliverables, key milestones..
- Manage the SHASA relationship with the grant beneficiary.
- Engage and manage all the suppliers and contractors involved in the project.
- Maintain comprehensive records: at a minimum correspondence, site diary, invoices, a balance sheet of expenditure in consultation with the Treasurer, and photographs of major works.
- Report progress at the SHASA Monthly Meetings.
- Prepare all progress and final reports as required of the funding body.
- Oversee project finances and maintain a financial report.
- Prepare draft media releases to recognise sources of funding and provide an update to the broader community.
- Seek variations from the funding bodies and the grant beneficiaries if applicable, if there is a significant change in scope, budget or timeframes.

Note:

- Implement the project in accordance with SHASA's ethos and Strategic Plan.