



Position Descriptions for ALGWA Queensland Branch Management Committee

The Term of the Management Committee is 2 years.

The Management Committee manages the administration of the affairs, property and funds of the association ensuring all reporting requirements are met.

The Management Committee must meet at least once every 4 months. This meeting can be via teleconference or in-person at a location as determined by the Management Committee.

ALGWA Queensland Branch will reimburse any travel expenses incurred by a Management Committee member to attend a meeting. Accommodation costs incurred for same will be at the personal expense of the Management Committee Member. All reimbursement requests will be considered in accordance with the Expenses Reimbursement Policy.

President

- Provide leadership to the Association.
- Represent the Association to the media and other organisations such as the Local Government Association of Queensland (LGAQ), Local Government Managers Association (LGMA), Australian Local Government Association (ALGA) and the Queensland State Government Local Government Department).
- Attend and chair all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- Market and promote the ALGWA Mentoring Program.
- Liaise with external organizations to seek funding for the Association.
- Liaise with the National Board & members of the Association.
- Build and maintain partnerships with various local government related industries such as LGAQ, LGMA and the Queensland State Government.
- Report regularly through the ALGWA newsletter.

Vice-President

- Provide support to the President.
- Attend all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- In the absence of the President carryout the duties of that position.
- Identify education and training programs for members.
- Report regularly through the ALGWA newsletter.

Secretary

- Notify Executive members of meetings.
- Prepare the agenda for Executive meetings and AGM meetings.
- Attend all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- Take minutes at the meetings.
- Prepare & circulate the minutes.
- Follow up on business arising from the meeting.
- Sort and delegate correspondence.
- Report regularly through the ALGWA newsletter.

Treasurer

- Receive and bank all money.
- Attend all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- Provide statements for each meeting and audited account for AGM.
- Maintain Membership List.
- Order, sell and maintain supplies of badges.
- Send membership renewal notices each year.
- Report regularly through the ALGWA Newsletter.

Publicity Officer

- Attend all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- Consider all submissions/contributions to the Newsletter and liaise with the President before publishing the Newsletter.
- Publish a minimum of four Newsletters per year reflecting the aims and objectives of the Association.
- Maintain correspondence contact list for Vision6 or similar newsletter distribution software.
- Maintain ALGWA website.

Zone Representatives - 4

- Attend all Management Committee Meetings (either in-person in Brisbane or other location as determined by the Management Committee or via teleconference).
- Maintains contact with and provide support for members in the Zones.
- Distributes quarterly e-News-brief to members in their Zone.
- Identify networking opportunities for members and recruits new members.
- Promote the ALGWA Mentoring Program.
- Provide Pre-election support to members.
- Report regularly through the ALGWA newsletter.