

Appendix 1 – Roles and Duties of Supporter Group Office Bearers

President/Chairman

1. Assists in preparation of meetings agenda with Secretary
2. Chairs monthly meetings
3. Submits written reports as requested by the Association Minutes Secretary minutes@spssa.org.au prior to monthly SPS Supporters' Association meetings and attends to talk on the issues if desired.
4. Liaises with School Sports' Coordinators, Head of Sport and the Marketing Office in relation to any support required
5. Liaises with the School regarding the use of Sports Kiosk
6. Ensures that Supporter Group Secretary has furnished relevant documentation and information to Secretary of the Association secretary@spssa.org.au
7. Ensures that all activities conducted by the group have the approval of the School
8. Approves and/or assists draft minutes prepared by Secretary

Vice President

1. Gives support and assistance to members of the Supporter Group Executive
2. In the absence of President, takes over his or her duties
3. In the absence of Secretary, takes over his or her duties

Secretary

1. Is responsible for all the administration of the Group
2. Does what is necessary to arrange meetings for the Group
3. Prepares meeting agendas with President
4. Circulates agenda prior to meeting
5. Sends, receives and records incoming and outgoing correspondence
6. Collects names of monthly meeting attendees
7. Ensure that Association membership nomination forms are duly completed for new attendees, minuted and forwarded to Association Secretary for voting at next Association meeting secretary@spssa.org.au
8. Records minutes of meeting with details of motions presented and forwards a copy of Minutes to the Association Secretary secretary@spssa.org.au
9. Prepares drafts of minutes and subsequent Action List and forward to President and Vice President for confirmation
10. Circulates minutes and Action List to members, attendees and Secretary of Association
11. Prepares outwards correspondence arising from meeting
12. Keeps Secretary of Association informed of all changes to committee members' information such as address, phone, email and mobile secretary@spssa.org.au

13. In relation to annual AGM the Secretary does the following: -

- Advertises forthcoming AGM in The Link (at least 14 days notice)
- Arranges for member of staff or Member of Executive of Association to conduct the election of office-bearers
- Prepares meeting agenda with President
- Records attendees
- Publishes names of new office-bearers in The Link
- Advises Association Secretary of committee members' details such as address, phone, email and mobile

14. Keeps abreast of any updates to the Supporter Group Handbook as necessary

Treasurer

1. Keeps account/cash book for group recording receipts and payments as they occur
2. Collect and pay moneys for the group
3. Authorises Payment/Cheque Requisitions for payments by the Supporter Group. Two signatures required (usually the President and the Treasurer) and forward to treasurer@spssa.org.au for processing cc assistant.treasurer@spssa.org.au
4. Banks all monies received as soon as possible
5. Prepares a simple Statement of Receipts and Payments and current Bank Balance for each meeting.
6. Reconciles the Supporter Group Income and Expenditure report to the SPS Supporters' Association report.
7. Liaises with SPS Association Treasurer treasurer@spssa.org.au