**Sarsfield Community Association - Committee position descriptors**

*Short descriptions of the roles within the committee including an indicative fortnightly time allowance that includes a one and a half hour meeting of the committee:*

President

It is the role of the President to Chair the committee meetings, be a spokesperson when required and to focus the committee’s attention on matters that meet with the priorities of the association. The President ensures that the governance aspects of incorporation are adhered to. They should be a positive, inclusive and well informed member who is able to develop good relationships, internally and externally.

Time commitment: Approximately 10 hours per fortnight.

Vice President

The Vice President would be willing to step in for the President, to represent the association and ensure the committee meetings are run effectively, as required. The role requires a forward thinking and committed person with good knowledge of the rules and duties of the committee members. They should be supportive, collaborative and able to raise concerns as necessary.

Time commitment: Approximately 8 hours per fortnight.

Secretary

The Secretary role includes overseeing the management of minutes and agenda’s in consultation with other members of the committee. They maintain records and correspondence on behalf of the association and has the standard duties of reporting any changes of the association to Consumer Affairs. The Secretary should be a great communicator, be organised and have good computer skills.

Time commitment: Approximately 10 hours per fortnight.

Assistant Secretary

The Assistant Secretary would provide support to the Secretary with correspondence, consultation and be familiar with relevant documentation. The Assistant Secretary would step in for the Secretary if required and across the association rules. They should be responsible, precise and good communicator.

Time commitment: Approximately 7 hours per fortnight.

Treasurer

It is the role of the Treasurer to be responsible for the financial supervision of the association, to provide regular reports on the financial status to the committee and members of the association. Provide invoices, receipts as required and oversee the operational budget. The Treasurer should have some financial experience, be trustworthy, accurate and have good communication skills.

Time commitment: Approximately 6 hours per fortnight.

General Committee members:

General committee members are support the delivery of Sarsfield Community Association goals. This includes attending SCA meetings (currently fortnight) and contributing to own area of interest via sub-committees (Environment and Biodiversity; Built Infrastructure/Economics; Community participation and well-being).

Time commitment: Approximately 3-4 hours per fortnight.