

# President

*The President ANZMapS is the leader, who oversees all of the Society's activity. The President will need to provide support, advice and guidance to the other committee members throughout the year and oversee the direction in which the society is heading. Though not a technical role, it's probably the most challenging role on the committee. The person needs experience of what the Society does, and a strong belief in the aims of the Society.*

## **Skills and qualities required:**

- *Leadership*
- *Communicating (written and verbal)*
- *Dedication and commitment*
- *People management*
- *Motivating the committee*
- *Organising*
- *Delegating tasks*
- *Managing change*
- *Taking responsibility*

## **Key responsibilities:**

- *Calling meetings – while the Secretary compiles the agenda and minutes.*
- *Ensuring the Society's program is delivered – shared with all the committee but the President takes responsibility.*
- *Chairing meetings – ensure everything is covered and no-one dominates.*
- *Delegating tasks – ensure tasks are shared according to capacity and time available.*
- *Understanding the broader picture – keep the vision and aims of the Society in mind at all times.*
- *Understanding your responsibilities and 'duty of care' for the Society's activities.*
- *Being a spokesperson or figurehead – representing our Society to members, stakeholders, and even the media.*
- *Maintaining committee enthusiasm – if you're not passionate, no-one else will be.*

## **Vice-President**

*The Vice-President supports the President, and is available to stand in for the President if unavailable for Society matters. While there is no set role beyond this, the Vice-President plays a role in committee meetings, together with the other members, in discussing issues as they arise, and formulating Society priorities and programs. Like other members of committee, the Vice - President can be delegated tasks on specific projects. While needing to share an interest in maps and to understand the Society's aims, each Vice-President may bring with them skills from other fields that might be of value in the deliberations of the committee.*

### **Skills and qualities required:**

- *Willingness to work collaboratively.*
- *Willingness to take on delegated tasks.*
- *Willingness to step up to the President's role temporarily if required.*

### **Key Responsibilities:**

- *Actively participating in committee meetings.*
- *Liaising with and supporting President (and acting in role if required).*
- *Involvement as needed in Society's programs.*
- *Undertaking delegated tasks.*
- *Acting as a diligent and responsible board member.*

## **Secretary**

*The Secretary supports the President or person chairing Committee meetings by taking the minutes, organising and distributing calendar invitations, along with meeting agendas, minutes and associated documentation. Like other members of the Committee, the Secretary contributes to the discussion of issues as they arise, the formulation of Society priorities and programs and takes on delegated tasks as required.*

### **Skills and qualities required:**

- *Organised with keen attention to detail.*
- *Willingness to work collaboratively.*
- *Willingness to take on delegated tasks.*

### **Key Responsibilities:**

- *Actively participating in committee meetings.*
- *Liaising with and supporting President/Meeting chairperson.*
- *Involvement as needed in Society's programs.*
- *Undertaking delegated tasks.*
- *Acting as a diligent and responsible board member.*

## **General committee and ex-officio members**

*Like other members of the Committee, the general committee members, elected but without a specific office, and the ex-officio members (Editor and former President) and any co-opted members contribute to the discussion of issues as they arise, the formulation of Society priorities and programs and take on tasks delegated by the committee as required.*

### **Skills and qualities required:**

- *Willingness to work collaboratively.*
- *Willingness to take on delegated tasks.*

### **Key Responsibilities:**

- *Actively participating in committee meetings.*
- *Involvement as needed in Society's programs.*
- *Undertaking delegated tasks.*
- *Acting as a diligent and responsible board member.*

## **Business Manager**

*The Business Manager's duties are:*

- 1. Keeping the Members' Register*
- 2. Keeping financial records*
- 3. Other duties*

### **Members' Register**

*The Members' Register is a record of the names and contact details of financial members of the Society. Currently a Microsoft Excel spreadsheet is used.*

*The functions relating to the Members' Register are:*

- Record new members, record renewals of membership, and remove members who become unfinancial or resign.*
- Record changes to members' names and contact details.*
- Send renewal reminders.*

### **Financial Records**

*The Society's financial records are currently managed with software called Manager Accounting, but it is a personal choice. Other Business Managers have used Microsoft Excel for this purpose.*

*The functions relating to keeping financial records are:*

- Manage the Society's cheque account and term deposits.*
- Receive subscriptions and other payments (cash, credit card, bank deposit, and PayPal).*
- Issue receipts.*
- Issue sales invoices.*
- Pay creditors (by cheque or bank transfer).*
- Ensure the bank has the Society's current contact details.*
- Keep records of transactions (receipts, invoices, and payments).*
- Provide the Auditor with the necessary documents and information to perform the annual financial audit.*

### **Other functions**

- Manage the Australia Post account and clear the post box when necessary.*
- Monitor the Society's email account and respond to incoming emails or forward them to the responsible officers.*
- Provide to the Editor, when requested, a mailing list of current financial members.*
- Attend monthly meetings of the committee, and provide a Business Manager's report.*
- Provide the Business Manager's Report and the Auditor's Reports at the AGM.*