

WARVRA – Roles of the Council

12. PRESIDENT AND VICE PRESIDENT

12.1 The President shall exercise a leadership role within the Association and beyond, and be the spokesperson for the Association and for the Council.

12.2 Subject to this rule, the President, or when absent the Vice President, shall preside at all General Meetings and Council Meetings, and shall consult with the Secretary regarding business to be conducted.

12.3 In the event of the absence of the President and Vice President from a General Meeting or a Council Meeting, an ordinary member elected by the other ordinary members present will preside at that meeting.

12.4 In the absence or inability to act for any reason by the President, the Vice President shall act as President and have all the rights and powers of the President for a period determined by either the President or the Council.

13. SECRETARY

13.1 The Secretary shall be responsible for:

- (a) co-ordinating the correspondence of the Association;
- (b) keeping full and correct minutes of the proceedings of the Council and of the Association;
- (c) consulting with the chairperson regarding the business to be conducted at each council or general meeting.
- (d) arranging the notices required for meetings and for the business to be conducted at those meetings.
- (e) keeping on behalf of the Association:
 - (i) the register of members of the Association;
 - (ii) an up-to-date copy of the Rules of the Association and, upon request of a member of the Association, provide a copy of the Rules;
 - (iii) maintaining a record of:
 - (A) the names and residential or postal addresses of the office holders of the Association,
 - (B) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,and upon request of a member of the Association provide a copy of the record;
- (f) having custody of all books, documents, records, and registers of the Association other than those required by rule 14 to be kept and maintained by, or in the custody of, the Treasurer; and
- (g) Ensuring where possible that all records are kept electronically and backed up in a secure electronic system.
- (h) performing such other duties as are imposed by these rules on the Secretary or as directed by the Council from time to time.

14. TREASURER

14.1 The Treasurer shall be responsible for:

- (a) the receipt of all monies paid to or received by the Association;
 - (b) paying all moneys received into such account or accounts of the Association as the Council may from time to time direct;
 - (c) making payments from the funds of the Association with the authority of a General Meeting or of the Council and in so doing ensure that all payments are **authorised** by any two of the designated Council members;
 - (d) keeping such accounting records as will enable true and fair accounts of the Association to be prepared and audited from time to time, and submitting within four months after the end of the financial year to a General Meeting the accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year;
 - (e) whenever directed to do so by the President or the Council, submitting to the Council a report or financial statement in accordance with that direction;
 - (f) unless the ordinary members resolve otherwise at a General Meeting, having custody of all securities, books and documents of a financial nature and accounting records of the Association;
 - (g) maintaining a register of the assets of the Association; and
 - (h) performing such other duties that are imposed by these rules on the Treasurer or as directed by the Council from time to time.
- (e) ensuring where possible that all records are kept electronically and backed up in a secure electronic system.