

VIDEOMAKERS WA Inc. JOB DESCRIPTIONS

President – generally as per 7.6.1 of the Constitution

- preside at all meetings of the Association
- present to the members of the Annual General Meeting a written report covering the activities of the Association for the past year
- ex-officio member of all meetings of sub committees
- may not hold office for more than three consecutive years.

Vice President – generally as per 7.6.2 of the Constitution

- assist the President in the discharge of duties and shall preside at any meeting at which the President is absent
- with the Secretary, will act as the Returning Officers for any secret ballots as in contested positions at annual elections.

Secretary – generally as per 7.6.3 of the Constitution

- keep or cause to be kept, a register of attendance at Annual General Meetings, Extraordinary General Meetings and Committee Meetings
- keep a full and complete record of all proceedings at AGMs, EGMs and Committee meetings
- keep a record of official correspondence received and sent and any other records
- table at each committee meeting all correspondence received.
- together with the Vice President, act as the Returning Officers for any secret ballot
- together with the President, prepare and circulate an agenda at least three days before a committee meeting.

Treasurer – generally as per 7.6.4 of the Constitution

- keep a full and complete record of all financial transactions in a format that may be audited
- ensure that all monies received are paid into the appropriate bank account of the Association within 14 days of receiving same
- pay all accounts duly passed for payment by the Management Committee
- generally ensure that the accounts are properly conducted
- produce a financial statement to the Annual General Meeting.

Membership Officer – generally at per 7.6.5 of the Constitution

- keep a register of members as per Section 6 of the Constitution
- receive and process new applications and membership renewals
- ensure that monies received are passed directly to the Treasurer or banked directly into the Association account
- make specific membership details available to a member on request
- supply the Newsletter Editor and the Secretary each month with a list of current members.

Program Coordinator – generally as per 7.6.6 of the Constitution

- coordinate a program for the Ordinary Meetings of the Association, in conjunction with the committee.

Newsletter Editor

- produce and email out a short newsletter, ideally within the week following a meeting and another newsletter week before the next meeting

Webmaster

- establish and maintain the Association's web site, to align with the objects of the Association and to the satisfaction of the Committee

Safety Officer

- maintain a risk management policy and manual to comply with duty of care requirements
- on a regular basis, advise member meetings of safety procedures

Technical Officer

- maintain the equipment of the Association in good working order
- be available at a meeting to ensure that the equipment is in a good working order

Doorkeeper

- collect door fees and ensure the appropriate fee is charged to members and non-members. All monies to be given to the Treasurer at the conclusion of the meeting
- retain a list of members and non-members attending each meeting
- produce and supply membership lapel badges