

AAACE Australian Section Committee Roles and Responsibilities

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1 Introduction

This procedure details the current roles and responsibilities for Committee members for AAACE Australian Section. Key statutory duties for Committee members are detailed in the Statement of Purpose and Roles and this document adds to this to include a full list of duties specific to each role. The roles include both Office Bearers as well as additional facilitating roles deemed necessary for the successful operation of the organisation.

This procedure should be read in conjunction with the AAACE Australia Section Bylaws.

2 Related Policies

Document Number	Title	Revision
PO-RUL-001	Statement of Purpose and Rules	1

3 Area of Responsibility

Role	Responsibility	Frequency
President	Ensure this procedure is reviewed and revised to reflect the board structure	6 monthly
President	Ensure roles are assigned to board members and documented	Annually
Board Members	Ensure that the duties outlined for each role are completed in a timely and professional manner	Ongoing
Board Members	Develop and keep updated all role specific procedures	Ongoing

4 Committee Structure

In accordance with our Statement of Purpose and Rules, the Committee is made up of two types of roles:

- Office bearers
- Ordinary Committee Members

Office bearers include

- President
- Vice President
- Treasurer
- Secretary

The board has also identified the following facilitating roles:

- Website and Social Media Coordinator
- Membership Secretary
- Training and Development Coordinator
- Publications Coordinator
- Sponsorship and Alliances Coordinator
- Events Coordinator
- Reporting Coordinator

5 Duties of All Committee Members

As per Statement of Purpose and Rules:

39. General Duties

- 39.1. As soon as practicable after being elected or appointed to the Committee, each Committee member must become familiar with these Rules and the Act.
- 39.2. The Committee is collectively responsible for ensuring that the Section complies with the Act and that individual members of the Committee comply with these Rules.
- 39.3. Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- 39.4. Committee members must exercise their powers and discharge their duties—
 - 39.4.1. in good faith in the best interests of the Section; and
 - 39.4.2. for a proper purpose.
- 39.5. Committee members and former Committee members must not gain an advantage for themselves or any other person or cause detriment to the Section by making improper use of—
 - 39.5.1. their position; or
 - 39.5.2. information acquired by virtue of holding their position.
- 39.6. In addition to any duties imposed by these Rules, a Committee member must perform any other duties imposed from time to time by resolution at a general meeting.

6 Office Bearers

6.1 President

As per Statement of Purpose and Rules:

40. President and Vice-President
40.1. Subject to subrule 40.2, the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Committee meetings.
40.2. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
40.2.1. in the case of a general meeting—a member elected by the other members present; or
40.2.2. in the case of a Committee meeting—a Committee member elected by the other Committee members present.

- Ensure all policies and procedures are developed, maintained and adhered too
- Identify and recruit new committee members
- Ensure new Committee Members have reviewed and understand their roles and responsibilities.
- Contribute a Presidents section to regular newsletter
- Coordinate the strategic development of the organisation

6.2 Vice President

As per Statement of Purpose and Rules:

40. President and Vice-President
40.1. Subject to subrule 40.2, the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Committee meetings.
40.2. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
40.2.1. in the case of a general meeting—a member elected by the other members present; or
40.2.2. in the case of a Committee meeting—a Committee member elected by the other Committee members present.

- Assist the President
- Develop and maintain relevant policies and procedures covering the suggested activities for Area Chapters such as Technical Meetings, Mentoring, communication with local members
- Coordinate Area activities with Area Subcommittee Chairpersons
- Setup and maintain a Mentoring Program in association with Area Subcommittee Chairpersons

6.3 Secretary

As per Statement of Purpose and Rules:

41. Secretary
41.1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
41.2. The Secretary must—
41.2.1. maintain the register of members in accordance with rule 16; and
41.2.2. keep the minutes of the Committee meetings and general meetings of the Section and hold a copy of the minutes of any committees established by the Committee.
41.2.3. keep custody of all books, documents and securities of the Section in accordance with rule 69 except for the financial records referred to in rule 42; and
41.2.4. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
41.2.5. perform any other duty or function imposed on the Secretary by these Rules.
41.3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

- Create the infrastructure and manage all document management and storage facilities
- Communication
 - Maintain the registered address physical and ensure this is updated in the organisation registrations
 - Maintain a mailing PO Box or similar
 - Develop and maintain a contact database including current and past members, sponsors and any other pertinent external contacts
- Develop and maintain document templates
- Notify committee members at committee meetings of correspondence in and out
- Coordinate the Annual General Meeting including preparation of agenda, collation of reports, organise communication method and notification to members
- Develop and maintain an action register
- Develop and maintain all secretarial, communication and document control policies and procedures

6.4 Treasurer

As per Statement of Purpose and Rules:

42. Treasurer
42.1. The Treasurer must—
42.1.1. receive all moneys paid to or received by the Section and issue receipts for those moneys in the name of the Section; and
42.1.2. ensure that all moneys received are paid into the account of the Section within 5 working days after receipt; and
42.1.3. make any payments authorised the Committee or a general meeting of the Section from the Section's funds; and
42.1.4. ensure that all the financial rules contained in rule 63 are adhered to;
42.1.5. ensure that the financial records of the Section are kept in accordance with the Act;
42.1.6. coordinate the preparation of the financial statements of the Section and their certification by the Committee prior to their submission to the annual general meeting of the Section. The certification by the Committee shall be dependent upon the satisfaction of any audit requirements of both the Act and of AACE; and
42.1.7. ensure that at least one other Committee member has access to the accounts and financial records of the Section.

- To review, implement and maintain an adequate accounting system
- Record bookkeeping for the organisation
- Setup and maintain a bank account access and the necessary committee member authorisations
- Develop an annual budget from input from all committee members
- Provide treasurers report for each monthly committee meeting and Annual General Meeting
- Develop and maintain all financial policies and procedures

7 Facilitating Roles

7.1 Website and Social Media Coordinator

- Administration and maintenance of the website and social media content
- Develop and maintain Website and Social Media policy and procedures, this should be a document that also identifies what content is acceptable and what is not acceptable content on the website.
- Review, recommend to the Committee and implement social media presence e.g. LinkedIn, Facebook, Twitter
- Documents the process that should be used to have content added, updated and removed.
- Review the structure of the website so that there is an area for each Committee Members role.
- Assigns Committee Members or subcommittee members to be responsible for each web pages or social media platform content and the updating of the content.
- Ensuring there is a suitable person or organisation available to modify the website
- Ensure the website and social media is reviewed and updated on a regular basis.

7.2 Membership Secretary

This role reports to the Secretary.

- Develop and maintenance of the Membership policy and procedures
- Maintain the new Committee Members Welcome Pack on an annual basis after the appointment of the new Committee Greet new members each month and provide a welcome pack
- Congratulate members who have achieved an AACE qualification
- Seek out news on members achievements such as promotions, publishing paper or books etc.
- Follow up on members that live in Australia and but have not joined the Australian Section
- Follow up on members that have lapsed in their membership fees
- Maintain of a list of all financial and nonfinancial or past members (within the contact database)
- Sending out of routine emails and newsletters
- Maintain dialogue with Area Subcommittee Chairpersons the current membership status
- Maintain dialogue with AACE International membership officer

7.3 Training and Development Coordinator

- Develop and maintain Training and Development policy and procedures
- Organise and promote courses to prepare members for AACE International certification exams
- Identify, organise and promote courses to prepare members for other Cost Engineering exams. This policy may include partnerships with Universities.
- Identify, promote and coordinate third party courses with the intention of assisting member development and raising funds. We need a policy that allows us select, vet and promote third party courses and charge a fee for the advertising or take a booking fee
- Develop, promote and maintain a mentoring program

7.4 Publications Coordinator

- Develop and maintain the Publications policies and procedures
- Stay informed of and publish new or updated relevant Australian and international documents
- Promotion of AACE International and other relevant documents to members
- Seek opportunities for members to become involved in development and review of AACE International and other organisations' publications

7.5 Sponsorship and Alliances Coordinator

- Develop and maintain the Sponsorship and Alliances policy and procedures:
- The policy should state how we do business with other organisations.

- Policy for Quid Quo Pro arrangements
 - Policy for paid advertising
 - Policy for booking fees for training course advertisers. This should be developed in conjunction with the Training and Development Committee Member.
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- Identify and develop new sponsorship and advertising opportunities
 - Manage existing sponsors and advertisers
 - Establish and maintain relationships with other project management organisations including but not limited to the PMI, AIPM, ACES and Engineers Australia
 - Seek cooperation in areas such as meetings/events and development to obtain benefits to members such as discounted admission fees to events

7.6 Events Coordinator

- Develop and maintain the Events procedure which should identify:
 - How AACE-AU events are scheduled and managed and coordinated with Area Subcommittee Chairpersons, ensuring we do not have two on the same day.
 - Setting up of conferencing and other software used for Events.
- Liaise with Area Subcommittee Chairpersons to identify event opportunities
- Organise events in conjunction with Area Subcommittee Chairpersons
- Setup conferencing software and ensure the presentation is broadcast on the internet, recorded and uploaded to YouTube

7.7 Reporting Coordinator

- Prepare and submit annual report to Consumer Affairs Victoria (CAV) and ASIC within one month of the annual general meeting
- Report changes to Committee Office Bearers including Secretary to CAV and ASIC as required
- Prepare and submit annual report to AACE Section 8
- Prepare and submit any other required statutory reports

8 Area Subcommittee Chairpersons

These people may not necessarily be committee members but would work closely with the relevant committee members.

- Look after the interests of members on a location basis with particular attention to:
 - Membership
 - Local events
 - Training and Development
- Develop and maintain Area Subcommittee policy and procedures (if applicable)
- Work with the Vice President to develop and maintain a mentoring program.

Area Subcommittees are currently established as follows:

- Queensland
- New South Wales including Australian Capital Territory
- Victoria including Tasmania
- Western Australia

Establishment of additional Area Subcommittees is dependent on membership in those areas in accordance with the Statement of Purpose and Rules.