



## Role Descriptions MAINfm 94.9 Committee of Management

***This document elaborates on the Constitution of MAINfm, Part 111, Sections 14 to 22 inclusive. It should be read in conjunction with the Governance Policy.***

### **1. Role of the Committee of Management**

The MAINfm Committee of Management takes on the ultimate legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. The role of the Committee of Management is summarised below.

#### **1.1 Vision and Leadership**

- To be committed to the vision, mission and values of the organisation.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the organisation and the wider issues that affect its work.
- To ensure the work of the organisation is monitored and evaluated.

#### **1.2 Accountability & Legal Responsibilities**

- To ensure the organisation complies with its governing document (Constitution).
- To ensure the organisation keeps to the law, including not for profit law and broadcast legislation.
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
- To be accountable to membership, funders and other stakeholders.

#### **1.3 Financial & Staff Management**

- To understand the financial position of the organisation.
- To ensure the organisation's finances are properly managed.
- To ensure the organisation operates within its agreed accounting policies.
- To ensure adequate financial resources for the organisation.
- To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.
- To effectively support and manage staff.

#### **1.4 Qualities and Skills of Management Committee Members**

- Good leadership skills.
- Understanding of and commitment to the organisation's mission & values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

#### **1.5 Term of Office**

A committee member, including office-bearers, shall be elected for a term of two years. Committee Members including, office-bearers, shall only be eligible to serve on the committee for a maximum of three consecutive terms (6 years). Unless there are no nominations for a position on the committee, a

member who has served three terms may nominate and be elected to the committee for further term/s.

## **2. Legal Duties**

The four main legal duties for committee of management members are:

- The duty to act in good faith in the best interests of the organisation and for a proper purpose
- The duty to act with reasonable care, skill and diligence (including the duty to prevent insolvent trading)
- The duty not to improperly use information or position, and
- The duty to disclose and manage conflicts of interest.

## **3. Role Description – President / Vice President**

**3.1** To bring impartiality and objectivity to meetings and decision-making. The President has a strategic role to play in representing the vision and purpose of the organisation. The President ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

**3.2** The President and Vice President may determine separate portfolios. Otherwise the role of the Vice President is to stand in for the President when not available and to support the President as determined.

### **3.3 Ensure the management committee functions properly**

- To plan and run meetings in accordance with the Constitution.
- To ensure matters are dealt with in an orderly, efficient manner.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Management Committee.

### **3.4 Ensure the organisation is managed effectively**

- To liaise with the Station Manager, to keep an overview of the organisation's affairs.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Station Manager to achieve this.

### **3.5 Provide support and supervision to staff**

- Supervise senior staff member of the organisation.
- To sit on appointment and final appeal grievance panels, as appropriate.

### **3.6 Represent the organisation**

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

### **3.7 Qualities and Skills Required**

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.
- Knowledge of the operating environment for not-for-profits in Australia.

**3.8 Time Commitment:** The role of President requires an estimated commitment of 7 hours/month.

#### **4. Role Description – Secretary**

**4.1** The role of the secretary is to support the President in ensuring the smooth functioning of the Management Committee. In the absence of paid staff, the secretary may take a greater role in the day-to-day administration of the organisation. The Secretary's tasks include:

##### **4.2 Ensure Responsible Administration**

- To prepare agendas in consultation with the President and committee members.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- To ensure statutory requirements are met.
- To ensure that MAINfm complies with the requirements of the law in terms of registration, reporting, changes to governing documents and directors etc.

##### **4.3 Make Arrangements for Meetings**

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

##### **4.4 Other Duties**

- To sit on appraisal, recruitment and disciplinary panels as required.

##### **4.5 Qualities and Skills Required**

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the President.
- Good time-keeping.

**4.6 Time Commitment:** The role of Secretary requires an estimated commitment of 15-20 hours per month.

#### **5. Role Description – Treasurer**

**5.1** The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained. The role and person specification are summarised below.

##### **5.2 General financial oversight**

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff and committee members about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g. Not-for-Profit and broadcasting legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

### **5.3 Financial planning and reporting**

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the organisation.

### **5.4 Other**

- To chair finance related meetings.
- To sit on appraisal, recruitment and disciplinary panels as required.

### **5.5 Qualities and Skills Preferred**

- Experience of financial control and budgeting.
- Experience of fundraising and employee benefit schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

**5.6 Time Commitment:** The role of the Treasurer requires an estimated commitment of 6+ hours per month.

## **6. Role Description – ordinary members**

**6.1** An ORDINARY MEMBER must have or immediately acquire a clear understanding of the operations of a community radio station.

**6.2** Ordinary members should identify an area/areas of activity in which they are particularly interested, and where their assistance is required by the Management Committee.

**6.3** Ordinary members are to familiarise themselves with the operation of the station and bring to the attention of the Management Committee any matters they consider are not being handled correctly or need attention.

**6.4** Ordinary members are encouraged to attend meetings of standing sub-committees and be part of special sub-committees that might be required from time to time.

**6.5 Time Commitment:** The role of ordinary members generally requires a minimum commitment of 3-6 hours per month.