

# ANGFA NSW Inc

## Committee Role Descriptions

### All Positions

- Seek opportunities for promotion of ANGFA NSW within the community,
- Seek Sponsors / Advertisers to support the objectives of the Association.

### President (Officer)

- Presides over the business of Association meetings,
- Is the public facing representative of the Association,
- Sources and co-ordinates presentation material / presenters for general meetings,
- Is the primary interface with other ANGFA entities and Associations,
- Is an official signatory of the Association.

### Vice President (Officer)

- Presides over the business of Association meetings in lieu of the President,
- Generally, assist with or deputize for the President in all other activities.

### Secretary / Public Officer (Officer)

- Maintain official records of the Association including all appointments of office-bearers and members of the committee,
- Maintain the official signatories register, conflict of interest register and membership register,
- Arrange premises for Association meetings,
- Provide the official address for the Association and act as the interface to NSW Fair Trading,
- Manage communications to the membership and externally as directed by Committee,
- Is an official signatory of the Association.

### Treasurer (Officer)

- Ensure that all money due to the Association is collected and received and that all authorised payments by the Association are made,
- Maintain correct books and accounts showing the financial affairs of the Association, including full details of receipts and expenditure connected with the Association activities,
- Manage the activity of the Association trade table, including sourcing of goods,
- Is an official signatory of the Association.

### Rivus Editor (Ordinary position)

- Source, collate, format and publish the bi-monthly Association bulletin, Rivus,
- Share content with ANGFA National for inclusion in the publications.

#### Field Trip Co-ordinator (Ordinary position)

- Identify appropriate locations for field trips,
- Ensure our DPI Permit authorises activity within the selected location,
- Ensure field trip survey forms are completed and filed for future reference,
- Provide written commentary for inclusion in future editions of Rivus.

#### Auction Co-ordinator / Minutes Secretary (Ordinary position)

- Manage logging of auction lotts and allocation of lott numbers,
- Distribute sold goods to buyers and collect proceeds during auction,
- Minute all Association meetings to provide official record of proceedings.

#### Digital Media Editor (Ordinary position)

- Administer the ANGFA NSW website [www.angfansw.org.au](http://www.angfansw.org.au)
- Manage domain name registration and hosting services,
- Maintain content and operation of the site, including user credential admin of the members only area,
- Ensure the interface with Paypal is maintained and captured data is forwarded to the Treasurer and Secretary to check receipt of funds and maintain the membership register.