

# 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 Auctioneer / Asst Auctioneer,
- Provides written report of activities at each meeting plus an annual report for AGM,
- Is an official signatory of the Association.

### Vice President (Officer)

- Presides over the business of Association meetings in lieu of the President,
- Sources and co-ordinates presentation material / presenters for general meetings,
- Is Auctioneer / Asst Auctioneer,
- Provides written report of activities at each meeting plus an annual report for AGM, • Generally, assist with or deputize for the President in all other activities,
- Is an official signatory of the Association.

### 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 committee 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,
- Maintains the members register, mailing and SMS lists,
- Provides written report of activities at each meeting plus an annual report for AGM,
- 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,
- Arranges Group Insurance coverage,
- Provides written report of activities at each meeting plus an annual report for AGM,
- Is an official signatory of the Association.

## Rivus Editor (Ordinary position)

- Source, collate, format and publish the bi-monthly Association bulletin, Rivus,
- Collaborate with affiliated clubs for mutual exchange of content with permission to reproduce
- Ensure NSW member articles have priority for inclusion in Rivus.
- Include ANGFA NSW sponsor advertising in each edition.
- Record an index of each issue.
- Reject introducing past ANGFA NSW articles or ANGFA National articles into a current edition.
- Encourage member input, by careful consideration prior to introducing any article from another Club. Any use of articles of this nature should be limited (perhaps 1 or 2 per year maximum).
- All articles should state nature of origin, including photos used.
- Advertise freely, any ANGFA event (from any ANGFA body) which our Committee agrees upon.
- Rivus to be completed and emailed to the Public Officer for review and sending to members, one week prior to any general meeting.

## Field Trip Co-ordinator / 1<sup>st</sup> Aid Officer (Ordinary position)

- Identify appropriate locations for field trips,
- Ensure our DPI Permit authorises activity within the selected location,
- Liaison with the named permit holder and DPI for field trip notifications,
- Liaison with First Nations peoples for land access permission,
- Advise and assist members who attend field trips.
- Attain a 1st Aid certificate
- Ensure field trip survey forms are completed and filed for future reference,
- Provide written commentary for inclusion in future editions of Rivus,
- Manage the maintenance of field trip equipment.

## Auction Co-Ordinator (Ordinary position)

This position requires possession of the club laptop and attendance at every meeting where an auction is scheduled

- Manage logging of auction lots and allocation of lot numbers in advance of auctions,
- Create & maintain auction spreadsheet incl sourcing and linking of images for display during bidding,
- Administer auction proceedings, track sales, commissions and payouts on the spreadsheet and display images of Lots onscreen during bidding,
- Sum proceeds, commissions and payouts for each Seller and issue payout receipts,
- Provide written summary after each auction for publication on the club website and social media.

## Cashier / Minutes Secretary (Ordinary position)

- Record cashbox float at start of meeting and end,
- Collect monies due for trade table goods or auction items sold during meetings,
- Distribute sold goods to buyers,
- Payout auction proceeds to Sellers,
- Minute all Association meetings to provide official record of proceedings.

## Webmaster & e-Commerce (Ordinary position)

- Administer the ANGFA NSW website [www.angfansw.org.au](http://www.angfansw.org.au)
- Manage domain name registration and hosting services,
- Manage website patching & updates to maintain data security & member privacy,
- Maintain content and operation of the site, including user credential admin of the members only area,
- Ensure the interface with Square is maintained and captured data is forwarded to the Treasurer and Secretary to check receipt of funds and maintain the membership register,
- Manage the activity of the Association trade table both in-person and online, including sourcing of goods and dispatch.

## Social Media Co-Ordinator (Ordinary position)

- Administer any and all social media accounts,
- Provide information to members through these platforms,
- Monitor other related social media and update ANGFA NSW platforms when needed,
- Moderator for all commentary on the ANGFA NSW platforms, ensuring to;
- Maintain user privacy, always. (No personally identifiable info, name, address etc)

- Maintain awareness of discriminatory remarks (racial, sexual, criminal, mental, disability, genetics, etc) and use respectful comments only.
- Maintain awareness of liability remarks. (slurring, badmouthing a business etc even if business not named). If a positive remark can't be made, don't make any remark at all.
- Remain vigilant to online abuse/hacking etc and report where necessary.
- Seek permission prior to using content (Especially copyright content).