

MANAGEMENT COMMITTEE OFFICE BEARER'S GUIDELINES

The following Position Descriptions are to assist office Bearers in getting to know the responsibilities of their position. While these descriptions are intended as Guidelines, it is recommended that management committee members use them to become familiar with aspects of Local Arts Council management.

According to the Model Rules (Constitution) under which you became Incorporated, the minimum legal requirement for the Management of your LAC is an Executive Committee that consists of a President, Vice-President, Treasurer and Secretary. This is a requirement of the State Government's Office of Fair Trading. Queensland Arts Council also strongly urges the support of these positions by the inclusion on the Management Committee of the following: Minutes Secretary, *Ontour inschools* Officer (School Liaison), Publicity Officer, *Ontour byrequest* (Exhibitions) Officer, *Ontour onstage* Officer.

It is also recommended that sub-committees are formed or deputies be appointed to assist and support the various offices of the committee, particularly the Executive. This not only eases the workload of the individual, but ensures that potential office bearers can be made aware of the responsibilities of Management Committee positions and leads to a smooth succession of Office Bearers.

HANDOVER

Although it may be the last performed, one of the most important duties for any member of a Management Committee will perform is the Handover process at the end of their term in that position.

As well as handing over all relevant documents pertaining to the position, it is important to brief the incumbent Office Bearer on the responsibilities of their job. This allows for the passing on of any processes, special requirements, plans and corporate knowledge gained during that person's term in office and is most important for the future health of the LAC. It is not usually the case that the committee is made up of completely new members, but one or two new office bearers can make a difference, particularly if they have not been briefed by the outgoing member.

When a committee hands over to a new committee there should be available a list of documents and resources, from which the incoming committee can check that it has all materials needed to conduct the business of the Local Arts Council.

Handover List

Secretarial:

Minute Book	Post Office Box key/s	Membership Register
Newsletters	Stationery (Letterhead & envelopes)	Secretary's duties list
Correspondence In file	Correspondence Out file	QAC/LAC contact List

Financial:

Account books	Financial records (for previous 7 years)	Receipt books
Membership cards	Petty cash	Bank Statements
Treasurer's duties list	Bank Account Authority (current & blank)	Cheque book/s
Audited financial Statement	Balanced books & financial statement	
Grant application forms	Current grant applications	

General:

LAC operational guidelines	LAC Model Rules (constitution)	QAC Directories
Back copies of <i>Ontour</i>	QAC Memorandum & Articles of Assoc.	QAC brochures
President duties list	Vice-President duties list	QAC annual reports
LAC Scrapbook	Other Office Bearer's duties lists	

PRESIDENT

- Read Operational Guidelines
- Read Model Rules (Constitution)
- Have sound knowledge of the LAC operation, procedures and responsibilities
- Chair Local Arts Council meetings
- Represent your Local Arts Council in the community
- Appoint a deputy to represent you when the President or Vice-President is not available
- Be a signatory on the LAC bank accounts
- Oversee the day-to-day management of the LAC and its affairs by keeping close liaison with office bearers, particularly Secretary, Treasurer and Sub-committees
- Prepare votes of thanks at functions where appropriate
- Act as host and assist in the presentation of QAC touring product to your LAC
- Be seen as a leader of Arts and Community development in your community
- Keep close liaison with Regional Director and Queensland Arts Council
- Prepare meeting agendas in association with Secretary
- Delegate duties to the executive and other committee members
- Ensure that action items, responsibilities and deadlines from meetings are clearly understood and documented
- Follow up with secretary to ensure action items from meetings are acted on.
- Provide report on the year to the LAC Annual General Meeting
- Ensure there are delegates to Regional Conferences/Meetings and instruct them in how they are to represent you
- Ensure that all legal requirements of LAC are met
- Form partnership with local government by sitting on RADF committee and offering to assist in Cultural Policy matters

VICE PRESIDENT

- Deputise for the President as required
- Become familiar with all aspects of LAC operation
- Attend executive meetings
- Be familiar with the President's role
- Be a signatory on LAC bank account if required
- Chair LAC meetings from time to time
- Represent the LAC in the community
- Collect and assess information from membership applications, eg. willing to help with projects or become member of committee
- Manage and coordinate Sub-Committees as required

Additional duties that could be performed by the Vice President

- Membership development promoting Local Arts Council to community in order to increase membership
- Assist Treasurer by maintaining membership register
- Developing and promoting liaison with other community and arts groups

SECRETARY

The responsibilities of a Local Arts Council Secretary will vary according to the needs of the Arts Council, its size of membership, amount of activity and geographical location.

The basic duties cover correspondence, arranging meetings, taking minutes, membership records and general administration.

It is recommended the Management committee appoint a sub-committee of members who can assist with some of the different functions of the position, eg. editing the LAC Newsletter, taking and typing of minutes of meetings, keeping membership records.

General Duties

- The LAC Secretary is the main point of contact with QAC and should visit the Post Office Box at least once a week and deal with all correspondence. All mail should be opened and read with any items needing action before the next committee meeting being referred to the president at that time.
- The Newsletter is an important means of communication with members and is a responsibility of the Secretary. It is, however, a task that could be handled by an elected Newsletter Editor or sub-committee responsible for gathering information, producing and despatching the newsletter.
- Minutes (a summary of meetings in note form not a verbatim transcript) are a legal requirement and are vital to LAC record keeping. While the Secretary is responsible for keeping the Minute Book, a Minutes Secretary can be appointed to take and type up the minutes of committee and if required, general meetings.
- Be a signatory on the LAC bank accounts.
- Notify QAC of changes to management committee as they occur and membership on a regular basis.

It is assumed that the Secretary will be responsible for correspondence, executive/management committee and general meetings. Activities in connection with performances, exhibitions and workshops etc, should be handled by other committee members.

Committee Meetings

Preparing for the Meeting

- Check the minutes of the previous meeting and note items for “Business Arising”
- Notify Management Committee of upcoming meeting giving notice in the manner and time frame as decided by the Management Committee
- Draw up agenda in consultation with President
- Keep related papers in the order in which they will be required, list general business, arrange correspondence in order
- Prepare list of apologies and proxies (if appropriate)
- Remind Treasurer to prepare a financial statement for presentation
- Send invitation to anyone other than committee members, ensuring the time and venue are known, and remind the President that the person(s) will be attending
- Photocopy multiple copies of documents if required
- Arrive early for the meeting to arrange the meeting room

Between Meetings

- Write up the minutes as soon as possible after the meeting (or ask the Minutes Secretary to do so) and fix the minutes in the Minute Book. Distributing copies to the Committee can save time during Committee meetings by not needing the minutes of the previous meeting to be read out.
- Deal with any correspondence arising out the meeting
- Keep an up to date, tidy file
- Carry out any other instructions from the committee
- Keep membership records up to date in consultation with the Treasurer and/or Membership Officer
- Issue notice of meetings as required
- Open Mail Box at least once a week (open mail and read)
- Keep President informed of all correspondence, especially that requiring urgent attention
- Be a signatory on LAC bank Accounts
- Co-operate with President in every way
- Endeavour to foster good relations between members

General Meetings

- Send notices to members detailing agenda, time and place of meeting.
- Meet and greet guest speaker (if invited)
- Arrange for attendance register of members present to be circulated.

TREASURER

- Keep all financial records for LAC
- Be signatory on LAC bank accounts and co-sign cheques when necessary
- Process invoices and pay accounts
- Bank money from LAC activities
- Prepare financial statements for LAC meetings and grant applications with other committee members
- Prepare budgets for LAC activities eg. **Ontour onstage** or Community Project Fund
- Attend Management Committee Meetings
- Send membership reminders when they fall due
- Receive membership subscriptions and issue membership cards
- Keep list of financial members (subject to requirements of Privacy Laws)
- Work with Tour Managers of touring shows by exchanging box office cash takings with a LAC cheque. In the absence of a tour manager, supervise the box office
- Arrange the annual audit
- Prepare Financial Statement for the Office of Fair Trading.
- Arrange Liquor Licence if applicable

PUBLICITY OFFICER

General

- Publicise all LAC activities
- Keep Members informed (newsletter)
- Liaise with local media
- Liaise with QAC and notify Marketing and Corporate Development Department of changes in local media personnel
- Advise QAC of special opportunities within local media (ie. Arts features, regular arts columns in newspapers, arts or general community information programs on radio or television)
- Keep copies of press clippings for LAC records

Ontour onstage

- Arrange for distribution of posters/leaflets throughout the community
- Keep local media informed of forthcoming event
- Distribute News Releases and photographs to local media
- Monitor advertising placed by QAC
- Arrange interviews with local media in conjunction with QAC or Tour Manager
- Invite local media to events (eg. critics)
- Keep copies of press clippings for LAC records

Ontour byrequest

- Distribute publicity materials
- Place advertising
- Distribute Media Releases and photographs to all available media
- Inform special interest groups – art organisations, schools etc
- Inform members – mail-out/newsletter
- Keep copies of press clippings for LAC records

SCHOOL LIAISON OFFICER

Roles and Responsibilities

- Represent the Local Arts Council in the community
- Provide feedback to Local Arts Council meetings
- Endeavour to attend performances in your local area. You will be sent an itinerary that relates to performances in your immediate area.
- Complete a performance Report on each program and return it to QAC's Brisbane office.
- Obtain the school Principal's permission to attend a performance at their school.
- Act as the local contact for touring artists – your phone number is given to artists touring the area, in case they need help or advice.
- Welcome artists to the Local Arts Council, eg. Host a morning tea, offer advice on local attractions to visit etc. This is especially important if artists are in town over a weekend.