



## Executive Committee and Secretariat guidelines

<b>Policy Adopted</b>	November 2016
<b>Review date</b>	November 2018

### Purpose

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This document provides:

- background information about the composition and membership of the Executive Committee
- informal guidelines relating to Executive Committee member meeting attendance, travel expenses and reporting requirements
- roles and responsibilities of Office-bearers and the Secretariat.

### Composition and membership of the committee

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The Executive committee consists of five elected office-bearers (see Election of office-bearers policy), and a number of non-elected positions co-opted at the Executive Committee's discretion.

The office-bearers of the Executive committee are elected by the Board of Directors (Board). The Board is comprised of the Chapter Directors, who represent the institutional Chapter members of CAUTHE.

Co-opted members are invited by the Executive Committee to take on specific roles as required by the committee.

The Executive Committee advises the Board on matters regarding policy, and develops strategic plans and goals for CAUTHE. The Board delegates the power to control and manage the operational affairs of CAUTHE to the Executive committee.

CAUTHE members who wish to join the Executive Committee should contact the Chair.

## Guidelines for Executive committee members

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### Meetings

#### *Annual General Meeting (AGM) and Mid-year meeting*

The Constitution requires that the Board/Executive Committee meet at least twice each year. Committee members are encouraged to attend both the Annual General Meeting (AGM) and the Mid-Year Meeting (MYM).

#### *General meetings*

Committee members are required to attend the general (teleconference) meetings of the Executive Committee. A member may designate a proxy if they are unable to attend a meeting.

If a member has been absent from three consecutive meetings without prior notice in a given year, then the Chair may request an explanation.

#### *Quorum*

Any seven (7) members of the Executive Committee will constitute a quorum for the transaction of the business of a meeting.

### Committee travel expenses

Funding is not generally available for the travel, accommodation or other expenses of committee members, to attend meetings or conferences. In special cases, in which institutional support is not forthcoming and when the presence of a member of the committee is essential to conduct the business at hand, the Chair may authorise reimbursement of reasonable expenses, at his or her discretion. Exceptional cases may warrant Executive Committee review, for possible funding.

### Reports

#### *Written*

Committee members are required to prepare a written committee report as required by the position twice a year and submit it to the Secretariat, for distribution prior to the AGM and MYM.

Reports should include a description, summary of achievements and/or outcomes, challenges and recommendations for future activities.

Committee reports are uploaded in the Members' only area of the website.

Templates are available for specific reports from the Secretariat.

#### *Oral*

Committee members are required to provide brief oral reports, as required by the role, at the general (teleconference) meetings.

## Office-bearer roles

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### Chair

- Provides leadership and direction to the Executive Committee and liaises with the Secretariat in the organisation's administration and activities to achieve the organisation's key strategic goals.
- Responsible for ensuring that the Board of Directors and Executive Committee fulfil their responsibilities for the governance and success of the organisation.
- Works to optimise the relationship between the Board of Directors, Executive Committee and members, and maintain key relationships both within and outside of CAUTHE.
- Generally the spokesperson for the organisation.

### First Vice-Chair

- Assists the Chair to fulfil his/her responsibilities for the governance and success of the organisation.
- Chair meetings of the Council in the absence of the Chair.
- The Vice-Chair role is commonly regarded as preparation for the next Chair.

### Second Vice-Chair

- Assists the Chair and Vice-Chair to fulfil their responsibilities for the governance and success of the organisation as required.
- Chair meetings of the Council in the absence of the Chair and the first Vice-Chair.

### Secretary

- Responsible for the communication of CAUTHE activities including preparation of the bi-annual member newsletter, and other opportunities as they arise.
- Facilitate sharing of CAUTHE news with our kindred associations, ANZALS and SMAANZ.
- The bulk of the administrative work of the Secretary role, including preparation and distribution of agendas, receiving and disseminating correspondence and managing the membership and records is carried out by the CAUTHE secretariat.

### Treasurer

- Responsible for the financial supervision of the organisation to allow the Executive Committee to provide good governance.
- Responsible for the preparation of annual and mid-year financial reports, planning for the organisation's financial future and monitoring the organisation's revenue and expenditure.
- It is desirable that the Treasurer possesses a level of financial expertise.

## Secretariat role and responsibilities

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- Reports to the Chair to ensure that the Board of Directors and Executive Committee fulfil their responsibilities in the governance of the organisation.
- Supports the organisation in the implementation of its key strategic goals.
- Responsible for the organisation's administration, management and facilitation of activities including membership, finances, marketing and communications.
- Provides conference, workshop and symposia liaison and support.
- Manages special CAUTHE projects.
- Works to maintain key relationships both within and outside of CAUTHE.

Key duties and responsibilities are outlined in Appendix 1.

## Appendix 1: Secretariat key duties and responsibilities

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### Membership

- Responsible for maintenance of the member and committee database/s
- Manage membership renewals and processing of new members
- Liaise and work collaboratively with members to resolve issues and inquiries
- Explore avenues to increase membership and develop member benefits

### Governance

- Provide high quality administrative services to the Executive Committee
- Prepare and distribute agenda and supporting documents for all meetings
- Take minutes and attend to follow-up items for all meetings
- Ensure compliance with all governance and relevant association requirements
- Prepare membership reports with recommendations for Board meetings
- Develop and maintain policies, procedures and processes
- Manage contractual obligations with publishers of journal & conference proceedings
- Undertake background research and analysis

### Financial management

- Monitor the budget and all financial transactions, including incoming and outgoing funds and processing invoices
- Attend to annual reporting requirements
- Provide Treasurer with financial information for preparation of reports

### Marketing and communications

- Facilitate effective communication with members
- Prepare and distribute member news weekly updates
- Format and distribute the bi-annual newsletter
- Maintain and update the website and social media channels
- Liaise with the web developer to provide solutions

### Conference, workshops and symposia

- Maintain the conference bid document, guidelines and other workshop manuals
- Work collaboratively with host institution conference committees to ensure compliance with policies and procedures and consistency of advice and solutions
- Provide event management support to other workshop and symposia committees

### Special projects

- Oversee special projects as directed by Executive Committee