

Sunnybank District Community Men's Shed Inc. is committed to providing information to all members on the roles and responsibilities under which the elected Committee operate.

The objectives of this document are to:

1. Help identify the potential roles of members serving on the Committee and in Executive roles.
2. Provide clear list of duties for members of the Management Committee.
3. Provide assistance in succession planning for those positions.

ROLE OF COMMITTEE MEMBERS

It is the responsibility of all Committee Members to:

- Attend meetings
- Arrive at meetings on time
- Respect the rules of procedure
- Speak clearly and to the point on agenda items while at meetings
- Listen attentively
- Respect other participants and maintain an open minded attitude towards others opinions
- Undertake and complete tasks allocated
- Submit reports when required
- Represent the Shed with integrity at all times
- Support all other Committee Members in the conduct of their responsibilities.

It is important that all Management Committee Members fully understand the individual roles and responsibility of the nominated positions in order to manage effectively and efficiently.

Management Positions

All Management Committee positions are elected positions and office bearers will serve a pre-determined and conditional term as set out in the Sunnybank District Community Men's Shed Inc Rules.

Positions will be determined from time to time by the Management Committee and can include:

1. Chairman
2. Vice Chairman
3. Treasurer
4. Secretary

5. OH&S Officer
6. Projects Officer
7. Shed Manager
8. Sponsorship and Fundraising Coordinator
9. Membership and Welfare Officer
10. Communication, Marketing and Media Officer
11. Asset Management Officer
12. Social Activities Officer

Honorary Solicitor and Honorary Accountant (Non Management Committee)

- Appointed by invitation to provide the Shed with ongoing legal and/or financial advice and support.

Shed Patrons (Non Management Committee)

- Appointed by invitation in acknowledgment of support shown for the Shed
- Provide support and guidance and to uphold the good name of the Shed, its key stakeholders and all members.
- May be appointed at one time and will be invited to hold the position(s) at the request of the members by popular vote.

1. CHAIRMAN

The Chairman will be required to dedicate a significant amount of time and may undertake many tasks during their term of office.

The main tasks required of a Chairman are:

- Chair Committee meetings.
- Oversee and co-ordinate Shed activities and administration.
- Ensure the Committee performs set duties.
- Ensure all tasks necessary for the smooth running of the Shed are performed and/or appropriately delegated.
- Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other Shed requirements.
- Plan and co-ordinate the year's activities following consultation with other Committee members.
- Be familiar with budgeting.

Objectives

To ensure:

- Positive promotion of the Shed, member participation and achievements at the highest possible level
- That the Shed is run efficiently administratively, financially and socially.

Responsibilities

- Demonstrate leadership and an example to all members.
- Encourage participation by members in activities, fundraising and shed projects.
- Ensure Committee Members fulfill their responsibilities.
- Preside at all meetings and will have a casting vote.
- Ensure that meetings are productive and results focused.
- Ensure that the Secretary completes the proper entry of minutes and the handling of the Association's affairs as instructed by meetings.
- Represent "The Shed" at external functions.
- Report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- Reports to the members and Management Committee.
- Acts or ensures his delegate acts in the best interests of "The Shed" at relevant external activities and meetings.
- Supports all Committee Members in the execution of their roles.

Accountability

- Is accountable to the members and the Management Committee.

2. VICE CHAIRMAN

The Vice Chairman will be required to act as Chairman when the Chairman is either unavailable to carry out his duties or has delegated these duties. Therefore the Vice Chair will be required to dedicate a significant amount of time to the Shed and may have to undertake many tasks during their term of office.

Tasks that will be carried out by the Vice Chairman include:

- Chair committee meetings as required.
- Assist with oversight and co-ordination of Shed activities and administration
- Assist with ensuring that all tasks necessary for the smooth running of the Shed are performed and/or appropriately delegated
- Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other Shed requirements.

Objectives

To ensure:

- Positive promotion of the Shed, member participation and achievements at the highest possible level
- That the Shed is run efficiently administratively, financially and socially.

Responsibilities

- Demonstrate leadership and example to all members
- Encourage participation by members in activities, fundraising and shed Sheds

Relationships

- Reports to the members and Management Committee.
- Supports all Committee Members in the execution of their roles.

Accountability

- Is accountable to the Chairman and Management Committee.

3. TREASURER

This position requires the skills and diligence to ensure correct and accurate financial records are maintained and is crucial to the efficient running of “The Shed”.

The Six Commandments of the Ethical Treasurer

1. Do not lend money, under any circumstance, to other Associations or individuals within “The Shed”.
2. Do not use financial funds as a personal expense account.
3. Do not allow “The Shed” to fall into a serious and unnecessary financial position - attempt to match expenditure with income.
4. Always obtain a receipt or invoice to substantiate expenditure.
5. Always provide receipts to those who give the Shed money, for any reason.
6. Always keep the financial records of “The Shed” up to date.

Key responsibilities include:

- A thorough understanding of financial procedures.
- The deposit of all monies received, as soon as possible.
- Signatory for cheques.
- Preparation of annual budgets.
- Preparing comprehensive financial reports for committee meetings, general meetings and as requested by the committee.
- Creation and maintenance of financial records throughout the term of office.
- Organisation of Annual Audit of financial records. (A legislative requirement for incorporated bodies.)

Objective

To ensure that a financial management and reporting system is put in place and operational so the committee has an accurate understanding of the financial status of “The Shed” at all times.

Responsibilities

- Prepare budgets, in consultation with the committee, to reflect income and expenditure of “The Shed” for presentation at the first meeting after the Annual General Meeting. The budget should include an interim payment plan for any outstanding debt and a cash flow plan for the ensuing year.
- Approve any expenditure by “The Shed”.
- Maintain and oversee petty cash.
- Ensure Committee members do not exceed authority ceilings for financial expenditure without reference to the Committee.
- Attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure.
- Report monthly to the Management Committee.
- Present all accounts for payment for approval and prioritise payment of accounts.
- Make details of all accounts available to the Management Committee and members as provided in the Act.

- Oversee and seek reports of all other accounts held by “The Shed”.
- Ensure all legal reporting/taxation commitments are met by “The Shed”.
- Ensure “The Shed” finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- Reports to the Chairman and Management Committee
- Liaises with all Creditors and Debtors.

Accountability

- The Treasurer is accountable to the Chairman and Management Committee.
- The Treasurer will seek ratification from the Committee of a budget, including debt reduction and thereafter will have the authority to act within the limits of the budget and strategy approved.
- The Treasurer will provide a monthly financial report to the Management Committee.

4. SECRETARY

The role of the Secretary is primarily administrative. Responsibilities may include:

- Prepare and document all meetings
- Prepare and distribute a Notice of Meetings (including date, time and location) to committee members
- Prepare and distribute the Agenda following consultation with other committee members
- Check Minutes of the last meeting and ensure all committee members have the opportunity to read through them prior to their proposed adoption and
- Advertise the appropriate meeting (AGM or General Meeting) to members.

At the Meeting

- Ensure the Club constitution, all correspondence and other relevant documents are brought to the meeting
- Take Minutes – include those present, apologies for absence and all motions tabled - as accurately and specifically as possible –e.g. who tabled the motion, seconder and result of vote. Attention should be paid to where reimbursements for committee members and items of expenditure are concerned.

Between Meetings

- Ensure the Minutes of the meeting are typed and circulated to committee members and relevant others.
- Collect and distribute, as appropriate, all mail (both post and electronic).
- Attend to correspondence.

Additional

- Maintenance of equipment register in the absence of a delegated officer
- Maintenance of the calendar of events
- Maintenance of an accurate and up to date register of all financial members in the absence of a delegated officer.

Objectives

To ensure that appropriate administrative support is provided to the Chairman and Management Committee of the Shed.

Responsibilities

- Establish a meeting schedule for the Management Committee for the current year
- Provide secretarial support to the committee
- Maintain an accurate copy of the Constitution and Rules.
- Provide administrative support to the committee in ensuring all relevant association responsibilities are dealt with appropriately.
- Maintain a complete record of all activities of the Shed.
- Be familiar with the policies and procedures of the Shed, relevant associations and any other body that has governance to give advice to the Chairman and Committee as required.
- Prepare minutes of all Committee Meetings and distribute in accordance with the Constitution & Rules of the Association.
- Receive all correspondence directed to “The Shed”.

- Prepare and send correspondence in accordance with the direction of the Chairman and committee.
- Co-ordinate all committee reports.

Relationships

- Reports to the Chairman and Management Committee.
- Liaises with the Chairman as and when required.

Accountability

- The Secretary is accountable to the Chairman and Management Committee.

5. HEALTH AND SAFETY OFFICER

The Health & Safety Officer will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

The main tasks required of a Health & Safety are:

- Oversee and co-ordinate Health and Safety activities and associated administration.
- Conduct risk assessments.
- Establish templates and safe work instructions. This includes developing or facilitating the development of Safe Work Instructions etc.
- Monitor the response to incidents, review and evaluate incident investigations undertaken and conduct further investigations for serious or higher incidents or where necessary.
- Ensure all Health & Safety tasks necessary for the Shed are performed and/or appropriately delegated.
- Maintain a thorough knowledge of the relevant legislation and ensure compliance.
- Plan and co-ordinate training activities following consultation with the Management Committee.
- Chair Health and Safety meetings.

Objectives

To ensure:

- Positive promotion of a safe work area and member safety at the highest possible level.
- The Shed is operated efficiently and safely.
- A culture of work safety is instilled in members.

Responsibilities

- Demonstrate leadership and example to all members in regards to workplace health and safety.
- Act in an advisory capacity to members: monitor corrective and preventive actions to ensure that responsibilities are met and determined based upon the risk of the issue; to review the effectiveness of the implemented action measures to ensure adequate risk reduction.
- Encourage participation and compliance by members.
- Coordinate a workshop inspection schedule.

Relationships

- Reports to the Chairman and Management Committee.

Accountability

- Is accountable to the Chairman and Management Committee.
- The Health and Safety Officer will provide reports to the Management committee on Health and Safety matters at appropriate times.

6. PROJECTS OFFICER

The Project Officer will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

The main tasks required of a Project Officer are:

- Oversee and co-ordinate each specific Shed Project activity.
- Ensure Projects are approved and properly resourced.
- Ensure all tasks necessary for the completion of each Project are performed and/or appropriately delegated.
- Inform members of special requirements or instructions.
- Liaise with 'customers'.
- Be familiar with budgeting.

Objectives

To ensure:

- Positive promotion of projects, member participation and achievements at the highest possible level.
- Projects are run efficiently administratively, financially and socially.

Responsibilities

- Demonstrate leadership and example to all members.
- Encourage participation by members in shed projects.
- Ensure Committee Members are aware of all shed Projects.
- Complete projects on time and within budget.
- Report activities of the portfolio to the membership at the Annual General Meeting.

Relationship

- Reports to the Chairman and Management Committee.
- Acts as or ensure his delegate acts in the best interests of the Project.

Accountability

- Is accountable to the Chairman and Management Committee.
- Will provide a monthly report to the Management Committee.

7. SHED MANAGER

The Shed Manager will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

The main tasks/skills required of a Shed Manager are to:

- Oversee and co-ordinate shed Shed activities and administration.
- Ensure all tasks necessary for the smooth running of the Shed are performed and/or appropriately delegated.
- Prepare Supervisor Rosters.
- Have an aptitude for management and demonstrate leadership and communication skills.
- Have technical aptitude.
- Attend committee meetings and submit reports.

Objectives

To ensure:

- Positive promotion of the Shed, member participation and achievements at the highest possible level
- The Shed is run efficiently administratively, financially and socially.

Responsibilities

- Demonstrate leadership and example to all members.
- Troubleshoot problems and issues that may arise on a daily basis.
- Encourage participation by members in activities and fundraising.
- Co-ordinate Shed activities

Relationships

- Reports to the Members and Management Committee

Accountability

- Is accountable to the Chairman and Management Committee.
- Provides a monthly report to the Management Committee.

8. SPONSORSHIP AND FUNDRAISING COORDINATOR

Objective

To co-ordinate all fundraising activities for the Shed to ensure funds are raised to enable the Shed to operate without long-term debt.

Responsibilities

- Develop a budget for fundraising activities aimed at securing sufficient funds to meet the financial requirements of the Shed.
- Develop a proposal, for ratification by the Management Committee, for sponsorship packages to that can be offered by the Shed to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the Shed.
- Ensure all existing sponsors are contacted on a regular basis.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship deals are in place.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors.
- Co-ordinate major raffle/s and fundraisers and be the contact person and be responsible for approval of minor raffles or any other fundraising activity which members of the club may wish to pursue.

Relationships

- Reports to the Chairman and Management Committee.
- Supports any person responsible for providing services associated with fundraising or sponsorships.

Accountability

- The Sponsorship and Fundraising Coordinator is accountable to the Chairman and Management Committee.
- The Sponsorship and Fundraising Coordinator will seek ratification from the Management Committee of sponsorship packages offered by the Shed and will thereafter have the authority to act within the limits of the packages without reference to the Management Committee.
- The Sponsorship and Fundraising Coordinator will provide a monthly report to the Management Committee.

9. MEMBERSHIP AND WELFARE OFFICER

Objective

To provide the records of Shed membership and implement strategies for the well being of members.

Responsibilities

- Maintain all member details in the membership data base.
- Manage all documentation associated with application, membership, Skills Audit and other necessary documentation.
- Ensure that all new members undertake the induction processes.
- Implement strategies to ensure the welfare and well being of members.

Relationships

- Reports to and liaises with the Chairman and Management Committee while respecting the confidentiality of members welfare matters.

Accountability

- Accountable to the Chairman and Management Committee.
- Provide a report to the Management Committee on any aspect of the Shed Membership or Members Welfare at appropriate times.

10. COMMUNICATION AND PUBLICITY OFFICER

The Communication and Publicity Officer will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

The main tasks required of the Communication and Publicity Officer are:

- Develop a publicity strategy to promote the Shed.
- Develop and distribute publicity material.
- Produce a newsletter for distribution to members and the wider community.

Objectives

To ensure:

- Positive promotion of the Shed, member participation and achievements at the highest possible level.
- That the Shed is portrayed effectively and positively.
- Appropriate communication to Shed supporters.
- To promote the Shed through regular publication of a Newsletter.
- To promote the activities of the Shed in the local media including radio, newspaper and other mediums as appropriate.

Responsibilities

- Assist all members in promoting the Shed in the local and wider community.
- Undertake publicity tasks at the request of the Executive and/or Committee where required.
- Manage any public comment concerning any situation or incident that may reflect on the well being of the Shed.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Executive or Committee.
- Represent the Shed at external functions.

Relationships

- Reports to the Chairman and Management Committee.

Accountability

- Is accountable to the Chairman and Management Committee.
- Provide a report to the Management Committee on any aspect of Communication and Publicity at appropriate times.

11. ASSET MANAGEMENT OFFICER

The Asset Management Officer will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

The main tasks required of the Asset Management Officer are:

- Oversee and co-ordinate the management of Shed assets including maintenance of a Register of Assets.
- Be responsible and accountable for development and implementation of a program of ongoing maintenance that progressively increases the life cycle of Shed assets.
- Plan and co-ordinate the year's maintenance activities following consultation with the Management Committee.
- Facilitate or arrange repairs to assets as required.
- Attend committee meetings & submit reports.

Objectives

To ensure:

- That the Shed's assets are stored, maintained and cared for efficiently.

Responsibilities

- Instill a culture where members respect tools, equipment and property belonging to the Shed.
- Ensure infrastructure, tools and equipment are safe, efficient, and reliable.
- Report incidents/issues relating to assets to the committee.

Relationships

- Reports to the Chairman and Management Committee.

Accountability

- Is accountable to the Chairman and Management Committee.
- Provide reports to the Management Committee at appropriate times.

12. SOCIAL ACTIVITIES OFFICER

The Social Activities Officer will be required to dedicate a significant amount of time to the Shed and may undertake many tasks during their term of office.

Objective

- To establish a broad social calendar for the year.
- Provide a range of appropriate activities for all members to enhance the appeal of the Shed.

Responsibilities

- Program and organise social events for the Shed.
- Prepare a calendar of social events that will attract the widest involvement from all members after consultation with all other committee members.
- Ensure that all social events held are at least cost neutral to the Shed.

Relationships

- Reports to the Chairman and Management Committee.
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Shed umbrella.

Accountability

- The Social Activities Officer is accountable to the Chairman and the Management Committee
- The Social Activities Officer will seek ratification from the General Committee of the social calendar including financial arrangements and will thereafter have the authority to act within the limits of that arrangement.
- The Social Activities Officer will provide a report to the Management Committee at appropriate times.