

## **Pilates Alliance Australasia Committee Role Descriptions**

### **The role of the PAA Committee as a Whole**

The committee of any organisation has an important role to play. The PAA committee is a voluntary collection of individuals (committee members) that form the 'leadership group' of the organisation. The committee is primarily responsible for governing, overseeing the affairs of, and making strategic decisions for the organisation and on behalf of its members.

PAA committee responsibilities include:

- making decisions about planning, resources, strategic direction, goals and activities of the organisation
- monitoring the performance and activities of the organisation against the organisation's purposes and strategic plan
- overseeing risk management for the organisation
- ensuring the sustainability of the organisation by monitoring the financial viability and finances
- ensuring a fair and unbiased complaints process is in place for members and the public
- reporting to members and stakeholders
- ensuring the organisation operates within the law

General requirements of **all** committee members:

- ability to reply to emails within 24 hours
- ability to dedicate 5+ hours of volunteer time per week to the PAA
- ability to attend online meetings (e.g. Zoom) at prearranged times as required
- hold the vision to work in a cohesive committee, listening, voicing and sharing ideas.
- ability to attend all face to face meetings (at pre-arranged times) unless prevented by extenuating circumstance
- ability to provide additional hours at times of expos, conferences and additional meetings where PAA work may clash with paid work

### **Executive Committee Responsibilities (President, Vice President, Treasurer and Secretary\*)**

- manage the business of the committee
- manage executive, committee and board meetings
- establish policy, procedures and document these
- prepare and implement strategic plans supported by annual business plans and budgets
- establish priorities for plans and actions
- represent the association and its members by lobbying Council, State and Federal Government
- participate and provide leadership for the Pilates community
- identify and engage outside support and sponsors
- plan promotional activity
- provide progress reports available to PAA members

**Note:** In accordance with the PAA Constitution Section 16:

Any member of the association may be nominated as a candidate for election as an office-bearer or ordinary committee member subject to:

- (a) Nominees for the key position of President are required to have previous PAA committee experience.
- (b) In the event that there are no nominations received for members who have previous PAA committee experience, additional nominations are to be invited/received at the annual general meeting.

### **The President's Role**

The President holds an important role as leader within the committee, as well as having the legal duty of ensuring orderly and correctly conducted meetings.

- the President is the committee's spokesperson
- generally takes the chair at meetings of the committee and is responsible for good meeting procedure
- signs all official letters concerning changes in policy and letters to workers, committee members, and government departments etc.
- as head of the executive, should be notified on all matters pertaining to the PAA and its members

### **The Vice President's Role**

The Vice President assists the President and fills in if he or she is unavailable.

It is essential that the President and Vice President have a good working relationship and understand their roles to ensure that duplication or confused direction does not occur.

The role of President is a large and responsible one and there are many aspects of this work that can and should be shared with other committee members. Thus, the role of Vice President is largely the same as has been described for President, but the two people should share the workload as a team.

### **The Secretary's Role**

It is the duty of the secretary to keep minutes of:

- (a) all appointments of office-bearers and members of the committee, and
- (b) the names of members of the committee present at a committee meeting or a general meeting, and
- (c) all proceedings at committee meetings and general meetings.

Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **The Treasurer's Role**

While all members of the executive committee are responsible for managing the association's finances, the Treasurer must ensure that financial transactions are properly recorded and reported on.

### **Treasurer Duties include:**

- ensure that good systems are in place allowing financial tasks to be done efficiently and in a foolproof manner
- ensure finances are well planned by preparing and monitoring annual and conference budgets

- ensure financial accounts are current and accurate (daily account keeping is delegated to the systems officer)
- liaise with external bookkeeper, auditor and systems officer
- process fortnightly payroll for paid employees
- ensure that procedures are implemented to prevent misuse of the organisation's funds and finances
- ensure that accounts are ready for audit each year and that an audit takes place
- present audited accounts at the Annual General Meeting

### **The Role of the Ordinary Committee Member**

An ordinary committee member is responsible for contributing to the collective decision making of the committee. An ordinary committee member cannot make decisions for the organisation independently of other committee members.

In addition to the general requirements of a committee member listed above, an ordinary committee member is responsible for:

- understanding the business of the organisation and being aware of key developments
- attending and participating in committee meetings and projects
- being active in the organisation, such as by attending functions or events as a representative of an organisation
- attending the Annual General Meeting
- providing advice, opinions and independent judgement to inform committee decisions