



Proposed Committee Positions and Role Descriptions 2025

President (Chair)

The President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the Society. He/she also works to optimize the relationship between the Committee, members and outside organisations to achieve the Society's goals. The Presidents is the spokesperson for the Society and provides leadership and direction.

Vice President (Vice Chair)

The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the Society. This may mean chairing meetings at short notice.

Treasurer *

The Treasurer is the chief financial officer whose tasks include the day-to-day financial duties for the Society, preparation of budgets, planning for the organisations financial future, making recommendations, providing monthly Treasurer's reports to the Committee, preparing the annual summary of financial affairs and maintaining the authorized signatories register.

Secretary *

The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members, and outside organisations. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive, and disseminate correspondence (including emails) to and from the Society, and maintains the following registers: member, committee members, and disclosure of interest.

Public Officer *

The Public Officer is appointed by the Committee and liaises with the Department of Fair Trading on behalf of the Society.

Committee Members *

Committee Members are responsible for governance and success of the Society, including involvement in the organisation of exhibitions and events.

The following Committee Members have carriage of specific portfolios:

- **Communications Facilitator**

The Communication Facilitator is responsible for enhancing communication with the members and makes recommendations to the Committee to improve the Society's communication systems, including digital filing, payments, and website.

- **Fundraising Co-ordinator**

The Fundraising Co-ordinator is responsible for organising fund-raising events including guessing competitions/ raffle tickets.

- **Promotions/Publicity Officer**

The Promotions Officer is responsible for ensuring that the Society and its sponsors receive the widest possible media coverage. Create a positive public awareness of the Society and its activities and publicise and promote all events, programs and competitions within the Shoalhaven Local Government Area and arts community in general.

- **Social Media Co-ordinator**

The Social Media Co-ordinator updates and maintains the website and social media (including Facebook and Instagram)

- **Sponsorship Officer**

The Sponsorship Officer sources new sponsors for the Society, liaises with current sponsors; and ensures sponsors get everything promised to them. Markets the Society to the greater community and arranges for sponsor's advertising in the Society's newsletter and website, and at exhibitions / events organised by the Society.

- **Workshop Co-Ordinators (2 positions)**

The Workshop Co-Ordinators are responsible for organising workshops/ demonstrations. Co-ordinating advertising with Communications and Social-Media Co-ordinators. Ensure materials and refreshments are available if supplied. Maintaining records of attendees, communicating with them and obtaining feedback regarding workshops/demonstrations attended.

For more information about positions followed by an * please refer to NSW Fair Trading's website <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations>