



# Church of All Worlds



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*This document should be read at AGM's during the nomination/election process for the NMC. January 2015*

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## Role of the Management Committee

In order to ensure good governance, CAW is served by an Executive Committee called the National Management Committee (NMC), comprising a President, Vice President, Secretary, Treasurer and non-executive committee members called Members at Large (MAL).

The NMC are ambassadors of CAW and as such should be of good character and respected by the membership. If any position/s on the NMC become vacant during the year, the NMC should initially promote internally using MAL's to fill any vacancies. If there are insufficient MAL's or the MAL's are not willing to fulfil the vacancy then the NMC may request that a non-NMC member fill the role.

It should be noted that the Committee's roles are performed on a voluntary basis and when life interferes with their duties to CAW, assistance should be sought from the rest of the committee, who ideally work as a team. Meetings can be planned to discuss any issues with non-compliant NMC members in terms of them not executing their role.

Any files created for or behalf of CAW by NMC members needs to be given to the Secretary at the end of their particular period as a NMC member.

Overall, the NMC has a very important role to play in the smooth running of the Church of All Worlds Australia. The main thing is that they are aware of their roles and responsibilities so they can endeavour to achieve them.

## Role of President

### Overview

The President ensures that CAW is run properly and in accordance with, and in the spirit of the mission statement and the goals of the Church. Another key responsibility of the President is to make sure that the organisation is heading toward its objectives. This means that the President needs to be familiar with the objectives of the Church and to ensure that it stays focused on those objectives and drives the NMC towards these goals. The President should represent and promote the organisation to the outside world. It is important to note that the President does not necessarily have any more power than other committee members in normal proceedings.

It is important to select a person with leadership abilities, both within the organisation and the community, so that they can promote and improve CAW.



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## Responsibilities of the President

The responsibilities of the President include:

- To chair all meetings, ensuring that the agenda is followed, and that all members have an equal say
- Ensuring that minutes of each meeting are circulated in a timely manner to the members
- Writing a report for each newsletter edition
- Facilitating solutions to problems that may arise

Overall, the President has a very important role to play in the smooth running of The Church of All Worlds (Australia). The main thing is that the President is aware of their roles and responsibilities, so they can endeavour to achieve them.

*(insert name), you have been nominated as President.*

*Do you understand the duties of President and are you prepared to completely fulfil this role in service to the members of CAW Australia?*

## Role of Vice President

### Overview

The Vice-President of CAW is required to take the President's place if they are not present. This requires the Vice-President to have an understanding of what the President's role requires so they can fill the position in any short or long term absence of the President.

### Duties and Responsibilities of the Vice President

- Responsible for attending meetings in person or by phone or internet, as well as taking part in discussions and decision making processes
- Responsible for reading minutes and certifying as a correct record
- May volunteer to carry out particular jobs as required by NMC
- Should assist the rest of NMC to fulfil their collective duties

*(insert name), you have been nominated as Vice President.*

*Do you understand the duties of Vice President and are you prepared to completely fulfil this role in service to the members of CAW Australia?*



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## Role of Secretary

### Duties and Responsibilities of the Secretary

The secretary is the first point of communication within CAW, our 'letterbox' and receive all communications from potential members and the outside world and pass it on to the NMC for consideration.

The Secretary's responsibilities include:

- To look after all the organisation's non-financial records and keep them up to date.
- Manages correspondence between CAW and its members
- Maintains a register of members and their contact information
- Calls for nominations for NMC positions before each AGM, or at other times if positions become vacant.
- Responsible for composing and circulating the agenda before each AGM and NMC meeting
- Recording and distributing accurate minutes of completed meetings
- Ensure that CAW's constitution and handbook are available to the membership

The secretary may delegate the above roles to an assistant secretary or other suitable NMC member in order to reduce their overall workload, if necessary.

*(insert name), you have been nominated as Secretary*

*Do you understand the duties of Secretary and are you prepared to completely fulfil this role in service to the members of CAW Australia?*



# Church of All Worlds



## Role of Treasurer

### Overview

CAW is required to keep accurate records to remain financially viable and meet legal requirements. The Treasurer is responsible to look after all the organisation's financial records and keep them up to date.

### Duties and Responsibilities of the Treasurer

- Reports each NMC meeting on income, expenditure, current funds, and upcoming expenses
- Liaises with auditor to ensure society's accounts are audited each year
- Submit a Financial Statement for the AGM and which is given to the Public Officer to lodge together with the annual A12 report to the Department of Fair Trading as required under incorporation law in NSW
- Receives income and makes payments as authorised by NMC
- Receives membership payments and records financial status of members
- Must be a signatory for banking

*(insert name), you have been nominated as Treasurer*

*Do you understand the duties of Treasurer and are you prepared to completely fulfil this role in service to the members of CAW Australia.*

## Role of Non-Executive Committee Members – Members at Large

### Overview

Members-at-large have full voting rights as members of the NMC.

### Duties and Responsibilities of the Members at Large

- Responsible for attending meetings in person or by phone or internet, as well as taking part in discussions and decision making processes
- Responsible for reading minutes and certifying as a correct record
- May volunteer to carry out particular jobs as required by NMC
- Should assist the rest of NMC to fulfil their collective duties

*(insert name), you have been nominated as a Member at Large*

*Do you understand the duties and are you prepared to completely fulfil this role in service to the members of CAW Australia.*