



Roles of the Board of Management

The Board of Management has important legal responsibilities to the organisation, and individual Board of Management members also have specific responsibilities.

President:

The President makes sure that the Board of Management provides leadership for the organisation. The President ensures that Board of Management meetings are held monthly and chairs these meetings as detailed in the Act. At Board of Management meetings, the President is also responsible for making the deciding vote if a vote is tied, they are also responsible for preparing and presenting monthly and annual reports.

The president needs to be able to work well with all staff members, especially the Administration Officer. As the representative of the organisation, the President will sign official letters and contracts and will sometimes act as a spokesperson for the organisation.

Vice President:

In the absence of the President, the Vice President will assume the role that would otherwise be performed by the President if they were present.

Secretary:

The Secretary is legally responsible for maintaining the non-financial records of the organisation as detailed in the Act. If the Secretary does not carry out these responsibilities under the Act, they may be committing an offence.

The responsibilities of the Secretary include letting the Office of Fair Trading know about any changes to Board of Management officer-holders, association rules or its address as well as lodging the association's financial statements.

The Secretary will need to prepare, send out and keep copies of agendas, reports, and minutes for Board of Management meetings, including the AGM each year. Letters from the board of management are the responsibility of the Secretary and they are also responsible for keeping an up-to-date list of members of the organisation.

The Secretary may ask other members of the Board of Management to assist with these tasks but will still need to ensure that they are done properly.

Treasurer:

All members of the Board of Management are responsible for managing the finances of the association, but the Treasurer is expected to provide regular financial reports to the Board of Management and ensure that the financial records are accurate.

The Treasurer is expected to ensure that there are receipts for all money received by the association, the money is banked promptly, accounts are paid, and cheques are signed according to the rules of the organisation. The organisation's paid staff may carry out some of these tasks but the treasurer is expected to ensure that they are done properly.

The Treasurer is also expected to prepare and present a Treasurer's Report, Auditor's Report and audited or verified financial statements to the Annual General Meeting.



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National Support Line

07 3540 9949
Shop 4/970 Logan Road
Holland Park West QLD 4121
admin@tcfqld.org.au
compassionatefriendsqld.org.au

General Members:

General Board members will have the same legal responsibilities as those shared by the Board of Management as a whole. As part of the Board of Management, these members will be responsible for the affairs of the organisation and may also be involved with assisting one or more of the other office holders or undertake other tasks such as writing reports or grant applications.

More information

As TCFQ is a Registered Charity, The Australian Charities and Not-for-Profits Commission (ACNC) Governance Standards also apply in addition to other sources of duties.

You can find more information on the [Governance Standards on the ACNC website](#). The ACNC has also produced [Governance for Good](#), a guide for charity board members