



Dante Alighieri Society (Cairns) Inc

Dante Cairns Management Committee

ROLES AND RESPONSIBILITIES

ROLES of OFFICE BEARERS for the DANTE ALIGHIERI SOCIETY (CAIRNS) INC

By LAW of INCORPORATION, a Society must have at least a President, Secretary & Treasurer

President

1. Responsible for the effective functioning of the Society
2. Consults with members about and leads the implementation of the Society's objectives
3. Ensures compliance with the Dante Cairns Constitution, the legal requirements of an Incorporated Society and the administration requirements as set out by Sede Centrale Rome
4. Chairs all meetings: management committee, AGM, special and general meetings
[According to rule 6.6 v4 of the Society's constitution, if the president is not present within 30 minutes after the appointed meeting time, the Vice president will chair the meeting. If the Vice-president is not present or declines to chair the meeting, then the members can elect a chairperson for the meeting.]
5. Coordinates the Agenda (in consultation with the secretary and management committee members) for all Society meetings and oversees meeting procedures, including:
 - Ensures that tasks are clear and focused during meeting and leading into the next meeting
 - Ensures there is a quorum present at all meetings
6. Promptly authorises payment of invoices as directed by treasurer and be a co-signatory on the bank account[s]
7. Represents the Society at external functions and communicates with local, state, national and international agencies
8. Supports and encourages volunteers and welcomes all new members
9. Oversees the general business of the Cairns DAS branch and liaises with other DAS branches in Australia as required
10. Requires good written Italian language skills and proficiency in use computers (email, Word, etc)

Vice President

1. Presides at meetings in the absence of the President
2. Represents the President at functions, internal and external, when President is unavailable
3. Is the point of contact for all agencies if the President is unavailable
4. Advises on activities of the Society and assists ALL office bearers in their individual roles and events of the Society throughout the year

Treasurer

1. Receives all monies and issue receipts [where required] and record transactions in a suitable manner recommended by the auditor for financial accountability
2. Banks all monies received as soon as is practicable
3. Ensure all payments are approved and ratified by the management committee and paid by EFT (preferred) or cheque all amounts passed for payment
4. Manage the bank account and cheque book and be a signatory on the account[s]
5. Keep all documentation for payments including receipts, invoices and statements
6. Prepares financial statements when required, for management committee and all meetings
7. Prepares a yearly balance sheet and statement
8. Keep all financial records secure
9. Prepares the financial paperwork for the auditor at the end of the financial year
10. Complete the Bilancio (balance statement) and other requirements of SDA sede centrale in Rome
11. Manage the petty cash as per instructions from auditor
12. Keep and maintain an asset register for the incorporated Society
13. Pays wages and sees to taxation and superannuation responsibilities
14. Works with secretary to manage the payment of memberships and to keep register up to date

15. Experience with accounting and bookkeeping processes and software, such as QuickBooks is highly desirable

Secretary

With a wide range of duties, it is recommended that this role is shared by committee members or that the Committee seeks to co-opt members to assist with specific tasks. Other branches of DAS in Australia have co-opted members.

The following are secretarial tasks that can be further broken down into sub sections. The secretary must have a high level of competence in use of computer systems; email, document creation and management, spreadsheets, online systems such as Google apps (Google Drive / Google docs), etc.

A. Minute and / or Filing secretary – one person or shared responsibility who deals with the Management committee

1. Ensures records of meetings are created, managed, and archived as per rule 7.6 v4 of the Constitution
2. Keeps executive committee current contact details up to date
3. Files minutes / reports etc effectively (using Dante Cairns Google Drive)
4. Keeps a record of the Society's activities in appropriate order so that current and archival material is easily accessed of each activity
5. Keeps a diary of future events and recommend to the committee appropriate lead up time to the various planned activities
6. Keeps a suitable file of all relevant hard copy or electronic correspondence
7. Is responsible for the online management of Dante Cairns business records
8. Ensues all minutes taken are signed as true and correct by the Chairperson of that meeting or the next succeeding meeting; except the AGM which is signed as true and correct at the next succeeding general meeting or AGM
9. The Minute secretary will send out meeting minutes to committee members as soon after the meeting as possible
10. Checks that agreed actions are carried out before the succeeding meeting

B. Personal assistant to the President and secretarial support to Management Committee members

[secretary – deals with all members and friends and other agencies relevant to the Society as well as the management committee]

1. Liaises with President to plan meetings, both committee and general.
2. Sends reminders to committee about meetings with agenda and previous minutes for pre reading preferable 1 week in advance where possible
3. Receive agenda items and reports from members of the committee to be incorporated into agenda
4. Chooses or organise the meeting venue in consultation with the President
5. Circulates motions and information by email to committee members and collect responses when decisions need to be made between meetings
6. Creates and manages group email lists for all members, friends and other groups
7. Complies with privacy and confidentiality requirements at all time s (eg blind email copies)
8. Ensures there is an up to date register of members (in consultation with *Membership registration officer* [see C below], if applicable)
9. Reports all present and future Society activities to members, friends and other interested groups.
10. Liaises with the president or other responsible member and management committee to promote events and activities (eg via emails, Mailchimp news, etc)
11. Distributes all necessary forms to members for Annual General Meeting and organises for all reports to be in hand in suitable time to be distributed to members before the AGM [*see Constitution for time frames*]
12. Accepts all nominations for committee roles for AGM
13. Completes any action arising from minutes that requires correspondence, along with other committee members as required
14. Receive all incoming correspondence and bring urgent matters to the attention of President or Treasurer
15. Responds to correspondence as instructed by president or other committee members

C. Membership registration officer [*liaises with Treasurer, President and Committee regarding the setting of fees and payments; communicates with committee, members, and friends*]

1. Accepts all new and renewed memberships and records data on all forms of records
2. Ensures new/renewed member has current international member card and year stamp
3. Issues a personalised welcome letter to new/renewed member
4. Advises any other committee member / co-opted member who needs a member / friend lists for their task of any changes to lists
5. Ensures that the mailing lists for members, friends, teachers, and life members are updated regularly

Other positions, roles, and tasks

General Management Committee members (2 – 5 general members as per rule 6.1 v4 Constitution)

- Participate in management committee meetings, decision making and voting
- To assist President, Vice President, Treasurer and Secretary in the coordination and implementation of events and general Dante business as requested
- Specific general member roles to be assigned include:
 - A. Marketing & promotion (including Website) coordinator(s) / assistant(s) – essential
 - Create and disseminate Dante Cairns News using Mailchimp
 - Coordinate Social Media promotional engagement on FaceBook, Instagram and YouTube
 - Manage and update the Dante Cairns website in consultation with Management Committee
 - Create and distribute promotional materials for the Society's events, on all platforms
 - Provide support to Social event coordinator to market Dante Cairns events
 - High level proficiency in the use of computer system and software is required, eg MailChimp for newsletter email campaigns, email and Office 365, graphics programs like Canva, Web management software such as Weebly, etc.
 - B. Social event coordinator(s) – essential

Coordinator may chair a subcommittee to plan events or organise management committee to undertake specific tasks. Some or all tasks may be undertaken by Management Committee members and / or a call for volunteers to assist with specific events may be made.

 - Work with Marketing & promotion coordinator to promote events.
 - Collate and maintain a calendar of Dante Cairns Events program including:
 - Regular Movie nights, dinners, Christmas event, etc
 - Special events such as; National Day of Dante, Cairns Festival/Multicultural festival
 - Representative on CRC multicultural committee – if applicable
 - Organise Raffle prizes / other prizes for events

NB: *When organising events and prizes / donations at least 2 committee members should be present at meetings with business representatives or suppliers and quotes must be provided in writing and emailed to dantecairns4870@gmail.com.*
 - C. Sede Centrale communications officer – desirable
 - Requires good written Italian language skills
 - <https://ladante.it/contatti.html>
 - D. Film & book library coordinator – desirable
 - Update the list of videos on an annual basis
 - Ensure the list is published to the website
 - Coordinate loans of resources to members

E. Language classes coordinator (principal teacher) – essential

- Coordinate Italian Classes timetable, enrolments, and coordinator of language teachers / tutors
- Liaise with the Dante Cairns Management Committee regarding class and student numbers, timetables, class term fees and enrolments
- Coordinate advertising and promotion of the Italian language classes
- Coordinate the Society's end of year school student prizes and Studitalia prize, etc, including liaising with school principals and language teachers
- Attend management committee meetings to plan and report on activities
- Duties are listed in the specific role description for the Teacher / Coordinator position

The society's office bearers undertake these roles on a voluntary, unpaid basis. In certain circumstances the management committee may employ or contract people with specialist skills and expertise to undertake specific tasks (for example, teachers are paid positions, website developer to improve website, specific event marketing activities).

Dante Cairns is covered by public liability insurance of \$20 million through GIO Not for Profit Policy no. GPM004135836.