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## What the committee does

The management committee of an incorporated association has a number of responsibilities.

### General responsibilities

#### Identify the association

The committee must ensure the association identifies itself properly by:

- nominating and maintaining a physical address in Queensland for serving documents (this cannot be a post office box)
- putting the association's name on the common seal
- making sure the association's full name appears on all official documents, such as
  - advertising
  - business letters
  - accounts
  - official notices
  - publications
  - cheques
  - receipts.

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#### Manage financial affairs

The committee must manage the association's financial affairs by:

- registering the association's land or interests in land
- making sure that the financial statements are audited or verified annually
- controlling the business dealings and operations
- keeping up to date with public liability insurance (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/public-liability-insurance-for-associations>) (if needed)
- keeping proper records of all transactions and the financial position of the association.

## Report to members

The committee must uphold their responsibilities to their members by:

- making a copy of the association's rules available to all members
- following the rules for calling and holding meetings
- calling an AGM every year (within 6 months of the end of the association's financial year)
- ensuring a secretary is elected or appointed at the AGM
- submitting all the financial statements (audited or verified) at the AGM
- keeping minutes of all committee and general meetings.

## Lodge reports to us

The committee must ensure the association reports to us by:

- lodging an annual return (you will be sent a lodgement form each year)
- notifying us about any changes of:
  - office bearers (president, treasurer or secretary)
  - the association's postal address
  - the secretary's residential address
- making sure that these reports don't contain or omit anything to make them false or misleading.

## Act for the association

Committee members should act in the association's best interests by:

- acting in good faith
- using reasonable care and skill while doing their duties
- telling the committee if they have a possible conflict of interest (such as if a proposed action will financially benefit them)
- not make false or misleading statements to the association's members
- knowing the secretary's duties and make sure they are properly carried out
- bringing any relevant letters, emails or other association documents to the committee's attention.

## Follow the association rules

The association rules might set out extra responsibilities or impose specific restrictions on the committee.

All committee members should be familiar with these rules.

## Office bearers' responsibilities

### President

The president:

- chairs the committee
- plays a major role in general meetings.

Under the model rules, the president must chair every meeting they attend. If they can't attend a meeting, another committee member can sit in as acting chair.

## Secretary

The secretary's duties include:

- keeping the register of members
- sending and receiving letters, emails or other documents
- advising the president or treasurer about urgent matters that arise from letters or other documents
- taking nominations for the committee.
- telling members about meetings (giving plenty of notice)
- calling and convening all meetings
- arranging the venue
- preparing the agenda
- gathering and presenting any relevant documents
- taking and keeping of minutes of meetings
- making the minutes available to members.

## Treasurer

The treasurer is responsible for the financial affairs of the association. Their duties might include:

- keeping and maintaining an asset register for the association
- managing the petty cash balance
- keeping the petty cash book up-to-date
- documenting all payments made, including receipts, invoices and statements
- maintaining all deposit and cheque books
- making sure that the committee:
  - approves or ratifies all payments made
  - records details of these payments in the minutes
- keeping all financial records in Queensland.

They must also keep track of payments received by using:

- a receipt book of consecutively numbered receipts
- a computer system that keeps track of these records.

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