

RAADC ASSOCIATION INC - CONSTITUTION

Registration of Amendment of Rules Incorporation Number: IA08228 passed on 31 July 2015

DEFINITIONS

1. In this Constitution the meanings given to the following abbreviations and terms are as follows:

AGM: Annual General Meeting

SGM: Special General Meeting

The Act: *Associations Incorporation Act 1981*

NAME

2. The name of the incorporated association shall be the 'RAADC Association Inc', hereinafter called the Association.

OBJECTS

3. The objects for which the Association is established are:
- a. to administer the Association;
 - b. to collect, preserve, and where possible, ensure the appropriate display of all manner of military historical material relating to the Royal Australian Army Dental Corps;
 - c. to encourage camaraderie and esprit de corps between members of the Association and other interested parties;
 - d. to publish and circulate newsletters on subjects of interest to its members;
 - e. to provide a source of reference and historical records to approved researchers;
 - f. to arrange activities that engender esprit de corps; and
 - g. to do all lawful acts as are incidental or conducive to the attainment or maintenance of any of the above objects.

POWERS

4. The powers of the Association are:
- a. to subscribe to, become a member of, and co-operate with any other association, club, or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided that the Association shall not subscribe to or support, with its funds, any club, association or organization which does not prohibit the

distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 72 of this Constitution;

- b. in furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the premises used by the Association;
- c. to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- d. to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- e. to invest and deal with the money of the Association not immediately required, in such manner as may from time to time be thought fit;
- f. in furtherance of the objects of the Association to sell, improve, manage, develop, exchange, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- g. to take any gift whether subject to any special trust or not, for one or more of the objects of the Association;
- h. to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient, for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- i. to print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- j. in furtherance of the objects of the Association, to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 72 of this Constitution;
- k. in furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorized to amalgamate;
- l. in furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorized to amalgamate;
- m. to make donations for patriotic, charitable or community purposes;

- n. to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

CLASSES OF MEMBERSHIP

5. The membership of the Association shall consist of Ordinary Members and Life Members:
6. **Ordinary Membership:** An Ordinary Member is anyone who has an interest in maintaining and supporting the objects of the Association and maintains their financial status. Every application for membership of the Association shall be made on the application form, proposed by one member and seconded by another.
7. **Life Membership:** Life Membership can be awarded, following endorsement at an AGM, to any member of the Association who has made a significant contribution to the Association. Nomination for life membership is to include a nomination form with supporting evidence of service to the Association, which is to be provided to members for prior reading before approval at an AGM.
8. The number of Ordinary Members and Life Members is unlimited.

MEMBERSHIP FEES

9. The fees for membership of the Association shall consist of a once only joining fee and an annual membership fee to be determined at an AGM. However, if an ordinary membership lapses for more than 12 months another joining fee may be required. Life Members are not required to pay annual membership fees.

ADMISSION AND REJECTION OF MEMBERS

10. At the next meeting of the Management Committee after receipt of an application for membership, the application shall be considered by the Committee who shall, by a majority, determine admission or rejection of the applicant.
11. Upon acceptance or rejection of an application for membership the Secretary shall provide a notice in writing of such acceptance or rejection.
12. Appeal against rejection of membership is available as per the process for termination of membership.

RESIGNATION OF MEMBERSHIP

13. A member may resign from the Association at any time by giving notice in writing to the Secretary. The resignation shall take effect at the time the notice is received, unless a later date is specified.

TERMINATION OF MEMBERSHIP

14. The Management Committee may consider the termination of membership of any member:
 - a. whose fees are in arrears by more than 12 months;

- b. who fails to comply with the provisions of this Constitution;
 - c. who conducts themselves in a manner considered to be prejudicial to the interests or reputation of the Association; or
 - d. who is convicted of an indictable offence or sentenced to imprisonment, and the Management Committee deems the offence to be at odds with the objects of the Association or may bring the Association into disrepute.
15. Where termination is being considered by the Management Committee, the member concerned shall be given the opportunity to present their case should they wish to challenge the decision of the Committee. The process to be followed is:
- a. The member concerned is to be given a 'notice to show cause' why their membership should not be terminated, and the reasons for the action. The member is to be given a full and fair opportunity to present their case, either in person to the Management Committee, or in writing. If the Management Committee resolves to terminate their membership, the Secretary is to advise the member in writing accordingly, including specifying the reasons for the termination and detailing any evidence used in reaching the decision. The member must be given a copy of any evidence used in reaching the decision to terminate their membership. The termination notice is to be recorded and notified to the member within two weeks of the decision being made.
 - b. If the member concerned wishes to appeal the Management Committee's decision, the appeal must be received within a further two weeks, for consideration by the Management Committee.
 - c. The Management Committee is to communicate to the appellant the final decision, within a further three weeks, once again citing reasons, evidence and providing copies of any new evidence used. Should the Management Committee deny an appeal, an appellant may take their appeal to a second level of review, which will require the calling of a Special General Meeting as described in this Constitution, Rule 42.c. The appellant may present their case for reversal of the decision to terminate their membership. The Secretary is to communicate the decision of the Special General Meeting to the member concerned, in writing, within two weeks of the decision being made.
 - d. A decision to terminate or not terminate the membership of a member, or to deny or uphold an appeal, at either a Management Committee Meeting or a Special General Meeting, is to be carried by a simple majority of members present, in a secret ballot. The member concerned is not to be present during any ballot. A tied vote will result in the membership NOT being terminated.
 - e. All correspondence is to be managed in accordance with the principles of the Code of Conduct contained in this Constitution.

REGISTER OF MEMBERS

16. The Management Committee shall maintain a membership register. The register shall include:

- a. Name, date of admission, type of membership, contact details (address, email, phone) and date of Life Membership if applicable, date of cessation, alternate contact person.
- b. On request, the Committee may provide Association members with the names of other members only. Any additional information is only to be given with the permission of the members concerned.
- c. Any correspondence issued via group email is to be sent using the functions of 'blind copy'. That is, each email address other than their own is blind to recipients, so as not to expose members email addresses without permission.

MEMBERSHIP OF MANAGEMENT COMMITTEE

17. The Management Committee of the Association shall consist of a President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint. In accordance with the Act, the Secretary must be a resident of Qld or another state but within 65km of the Qld border.

18. At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office but shall be eligible upon nomination for re-election.

19. A person is not eligible to be elected as a Management Committee member or must be removed from office as a Management Committee member if they have a criminal history as it applies to Sect 61(A) of the Act.

20. The election of office bearers and other members of the Management Committee shall take place in the following manner:

- a. Any two members of the Association shall be at liberty to nominate any other member to serve as a member of the Management Committee.
- b. The nomination shall be by verbal or written formal motion at the AGM. The nominee must concur with the nomination.
- c. Any member that is nominated for a Management Committee position who has a criminal history that includes an indictable offence and that offence is not a Spent Conviction, is to decline the nomination.
- d. Voting shall be by show of hands and each financial member present at the AGM shall be entitled to one vote for each vacant position.
- e. At the commencement of the meeting, should there be any written nominations signed by a nominee unable to attend the meeting, the nomination shall be included for the position.

21. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice as to when it shall take effect.

22. By the consent of a majority of the Management Committee, the Committee may require a member of the Committee to be stood down from their position where they are in breach of the Code of Conduct. Their permanent removal from the Committee must be ratified by decision of a Special General Meeting which is to be convened within two months of the stand down. A member being considered for removal from the Committee is to be advised of the reasons for the removal and has the same rights of appeal as per termination of membership.

VACANCIES ON MANAGEMENT COMMITTEE

23. The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

24. The continuing members of the Management Committee may act, notwithstanding any casual vacancy in the Management Committee, so long as their number is reduced not below the number fixed by or pursuant to this Constitution as the necessary quorum of the Management Committee. The continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or by summoning a Special General Meeting of the Association, but for no other purpose. However, where a vacancy in the Management Committee creates insufficient numbers to constitute a quorum, the continuing members may for the purposes of establishing a quorum only, call a Special General Meeting for the purpose of increasing the number of the Management Committee.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

25. Except as otherwise provided by this Constitution and subject to resolutions of the members of the Association carried at any meeting, the Management Committee:

- a. shall have the general control and management of the administration of the affairs, property and funds of the Association, including decisions pertaining to holding Public Liability insurance as per Sec 70 of the Act; and
- b. shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

26. The Management Committee may exercise all the powers of the Association:

- a. to raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same for the payment or performance of any debt, liability, contract, or other engagement incurred or to be entered into by the Association in any way; and
- b. to invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF THE MANAGEMENT COMMITTEE

27. The Management Committee shall meet at least once in every two calendar months, either in person, or by electronic means or a combination of both.

28. A special meeting of the Management Committee shall be convened by the Secretary on request in writing signed by not less than one third of the members of the Management Committee. The request shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted.

29. At every meeting of the Management Committee, a simple majority of elected committee members shall constitute a quorum.

30. Subject to this Constitution, the Management Committee may meet and regulate its proceedings as it thinks fit. Questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

31. A member of the Management Committee shall not vote in any matter in which they have a known or may have been expected to have a known, personal or financial interest. Where interest is disclosed and they do not receive any financial or personal gain, and where agreed by the other members, their vote may be permitted.

32. Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed.

33. The President shall preside as Chair at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within ten minutes after the appointed time for holding the meeting, the Secretary shall be Chair or if the Secretary is not present at the meeting then the members may choose one of their number to be Chair of the meeting.

34. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the request of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

35. The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any such sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Management Committee.

36. A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

37. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

38. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

39. Where necessary, out of session decisions in writing signed by all current members of the Management Committee shall be as valid and effective as if it had been passed at a meeting of the Management Committee, duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

40. The Annual General Meeting shall be held in April or May of each year. In accordance with Sec 56 of the Act, provision is to be made for attendance at meetings via teleconferencing facilities.

41. The following business must be conducted at each AGM in accordance with the level of the incorporation of the Association. See Sec 59 of the Act:

- a. receiving the Association's financial statement, and signed operating statement for the last reportable financial year;
- b. presenting the financial statement and signed operating statement to the meeting for adoption;
- c. according to the level of incorporation an auditor may need to be appointed for the present year, and
- d. election of members to the Management Committee.

42. The Secretary shall convene a Special General Meeting:

- a. When directed to do so by the Management Committee.
- b. On the request in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of Ordinary Members of the Association which equals double the number of members presently on the Management Committee plus one. Such request shall clearly state the reasons why such a Special General Meeting is being convened and the nature of the business to be transacted.
- c. On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

Quorum for and adjournment of General Meeting

43. The quorum for a General Meeting is at least the number of members elected or appointed to the Management Committee at the close of the Association's last General Meeting plus one.

44. However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less one.

45. No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. For the purposes of this Constitution: 'member' includes a person acting as a proxy.

46. If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the request of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day and in the next week at the same time and place, or to such other time and place as the Management Committee may determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.

47. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Except, it shall not be necessary to give any notice of an adjournment, or of the business to be transacted, at an adjourned meeting.

48. The Secretary shall convene all General Meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association. The manner by which such notice shall be given shall be determined by the Management Committee. Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of their membership by the Management Committee, shall be given in writing, electronically or in hard copy. Notice of a General Meeting shall clearly state the nature of the business to be discussed.

49. Unless otherwise provided by the Constitution, at every General Meeting:

- a. The President shall preside as Chair, or if there is no President, or if the officer is not present within fifteen minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Secretary shall be the Chair or if the Secretary is not present or is unwilling to act, then the members present shall elect one of their number to be Chair of the meeting.
- b. The Chair shall maintain order and conduct the meeting in a proper and orderly manner.
- c. Every question, matter or resolution shall be decided by a majority of the members present.

50. Every member present shall be entitled to one vote and in the case of an equality of votes; the Chair shall have a second or casting vote. No member shall be entitled to vote at any General Meeting if they are unfinancial at the time of the meeting.

51. Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as the Chair shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was determined.

52. A member may vote in person or by proxy or by attorney.

53. On a show of hands or a secret ballot, every person present who is a member or a representative of a member shall have one vote.

54. On show of hands or in a secret ballot every member present by proxy or by attorney or other duly authorised representative shall have one vote.

55. A member, with an authority to act as a representative may have their own vote plus a vote for each proxy or duly authorised representative for which they have been appointed.

56. The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer, or of their attorney duly authorised in writing or, if the appointer is a corporation, either under seal or hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

57. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

RAADC Association Inc

I,

of

being a member of the above named Association, hereby appoint

of

or failing them,

of

as my proxy to vote for me on my behalf at the (Annual) General Meeting of the Association, to be held on the day of 20 and at any adjournment thereof.

Signed this day of 20 .

Signature

This form is to be used *in favour of the resolution.

This form is to be used *against the resolution.

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as they think fit.)

The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

58. The Secretary shall record accurate minutes of every Management Committee and General Meeting. Where appropriate, background information to support a resolution is to be recorded in a way capable of being provided to financial members for inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chair and the Secretary of that meeting or the Chair and Secretary of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chair and Secretary of that meeting or the Chair and Secretary of the next succeeding General Meeting. The Minutes of every general meeting must be made available to members within 28 days of the meeting date.

ALTERATION OF RULES

59. Subject to Div 3, Sec 3 of the Act, the rules of this organisation may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members present at any General Meeting.

60. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director General, Office of Fair Trading, Brisbane.

COMMON SEAL

61. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary, or by a second member of the Management Committee, or by some other person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

62. The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

63. Proper books and accounts shall be kept and maintained using an appropriate electronic medium to ensure that the Association has an accurate understanding of the financial situation at all times.

64. All monies shall be banked as soon as practicable after receipt thereof.

65. All payments shall be paid by any two authorised members of the Management Committee. No cash withdrawals are to be made from the Association account.

66. All expenditure is to be approved before it is paid with the exception of previously approved recurrent expenditure on items previously approved, e.g. annual insurance premiums. For amounts up to \$500, any two members may authorise. For amounts over \$500 the approval of a majority of the Management Committee is required.

67. The Treasurer shall prepare a statement containing particulars of the Income and Expenditure, Assets and Liabilities. The auditing of accounts is to be in accordance with the requirements of the Act as per the level of the Association at the time. However, if directed by an AGM they can be audited by an approved person.

68. Any assets of the Association are to be used and applied solely in promotion of its objects and the exercise of its powers as contained in this Constitution. Except for money owed for approved expenditure, no assets of the Association shall be transferred in any way to members of the Association.

69. The income and property of the Association whenever or however derived, shall be used and applied solely in promotion of its object and in the exercise of its powers as set out herein. No portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association. Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by them to the Association or otherwise owing by the Association to them or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association. Provided further, that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

DOCUMENTS

70. The Management Committee shall provide for the safe custody of books and documents of the Association and:

- a. Retain meeting minutes using the guidelines of the Australian Standard 4390 and *Corporations Act (Cwth) 2001* for records of meetings – five years after the last entry in

the register; but preferably indefinitely or seven years in addition to the life of the organisation.

- b. Where electronic voice recordings are used, permission is to be sought from those in attendance and the voice recording is to be kept and stored electronically as per meeting minutes.
- c. Financial records are to be retained for seven years after the transactions covered by the records have been completed.
- d. Membership records are to be retained for five years after the last entry in the register. Notwithstanding, the Management Committee must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under the Privacy Act such as membership records including biographies.

FINANCIAL YEAR

71. The financial year of the Association shall close on the thirty first (31) day of March each year.

DISTRIBUTION OF ASSETS

72. If the Association is wound up, in accordance with the provision of the Act, and there remains after satisfaction of all its debts and liabilities, any residual assets, they are to be transferred to an appropriate defence or ex service organisation.

CODE OF CONDUCT

73. No member of the Association is to conduct themselves in a manner which would harm the reputation of the Association.

74. All members of the Association, in undertaking their roles within the Association, are to obey the laws, regulations and standards of corporate behaviour extant in Australia or the state in which they reside, or in which the Association is incorporated.

75. No member of the Association is to undertake any action in relation to their membership of the Association which could be perceived as, or be actual conflict of interest, unless they have first disclosed this potential, perceived or actual conflict of interest to members of the Management Committee of the Association and have been given approval, in writing, to undertake the action regardless.

76. In their dealings with other members of the Association, all members are to act fairly, professionally and ethically.

77. No member of the Association is to benefit financially from the Association by way of their membership of the Association, notwithstanding that any member may seek reimbursement of approved expenditure made on behalf of the Association.

MANAGEMENT COMMITTEE ROLE DESCRIPTIONS

The Role descriptions of the President, Secretary, Treasurer, Membership Officer, History Member and Regional Representative form Annex A

Annex A to
RAADC ASSOC Inc Constitution

31 July 2015

COMMITTEE ROLE DESCRIPTIONS

PRESIDENT

To ensure that the management of the RAADC Association Inc is in accordance with the requirements of the Associations Incorporation Act 1981 (the Act) and that strong governance systems are in place.

RESPONSIBILITIES:

- Ensure that all activities of the Association comply with the requirements of the Act
- Ensure that members of the Association, the Management Committee and any sub-committees formed, comply with the requirements of the Constitution and where non-compliance becomes evident, take action to correct that non-compliance and put in place strategies to ensure future compliance
- Ensure that strong governance systems are in place and are complied with by members of the Association and in the operations of the Management Committee
- Oversee and coordinate the activities of the Management Committee
- Chair all meetings that he/she attends

ACCOUNTABILITY:

- The President is accountable to members of the Association
- The President may authorise financial transactions which have been approved by a General Meeting, the Management Committee or are required to maintain the operations of the Association

SKILLS:

- Enthusiastic and well organised
- Knowledge of and commitment to robust corporate and financial governance systems
- Ability to allocate regular time periods to Association business
- Ability to lead the Association and Management Committee
- Ability to work in a logical and orderly manner
- Willing to learn new skills if necessary
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Computer skills

SECRETARY

To manage and maintain the administrative systems of the Association, including but not restricted to all correspondence and communications and supporting procedures and processes

RESPONSIBILITIES:

Meetings:

- Issue notices of Meetings in accordance with the Constitution
- Issue Agenda for meetings
- Take Minutes and circulate minutes to members of the Association
- Coordinate correspondence reports for meetings
- Prepare correspondence as directed at meetings
- Arrange meeting venues
- Maintain an appropriate off-site electronic storage account for Minutes and Agenda for each meeting, which is accessible by all members of the Management Committee and guarantees permanent availability of copies of Minutes
- Arrange publication of Minutes of all meetings of the Association on the Association's web site (effective from establishment of the Management Committee in May 2014)

Correspondence:

- Receipt hard copy correspondence and direct urgent requests accordingly
- Maintain RAADC Gmail account by responding to emails received by the Association
- Prepare outgoing correspondence as required
- Maintain a register of incoming and outgoing correspondence
- Write and email/post the quarterly newsletter
- Issue Cadmus when provided

Constitution:

- Ensure the Constitution is made available to all members
- Be conversant with the Constitution

General:

- Send the Office of Fair Trading Annual Return to ATO
- Attend Management Committee meetings

ACCOUNTABILITY:

The Secretary is accountable to the President and Management Committee

SKILLS:

- Enthusiastic and well organised
- Highly developed writing and communication skills
- Ability to allocate regular time periods to Association business
- Ability to work in a logical and orderly manner
- Willing to learn new skills if necessary
- Highly developed computer skills
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Corporate governance and planning skills

TREASURER

To ensure that a Financial Management and Reporting Systems are in place and operable, so the Association has an accurate understanding of its financial status at all times.

RESPONSIBILITIES:

- Ensure that any member does not exceed authorised ceilings for financial expenditure without prior approval
- Reimburse members for approved out-of-pocket expenses made on behalf of the Association
- Attend to all banking activities
- Maintain accurate records of Income and Expenditure
- Maintain the Asset and Item Register
- Report to the Management Committee at meetings
- Present all accounts for approval prior to payment
- Report on all accounts held by the Association
- Ensure the Association's finances are appropriately audited when necessary
- Prepare Annual Financial Accounts and Reports
- Report financial activities of the Association to the members at the AGM
- Be one of the two required signatories for financial transactions of the Association
- Attend Management Committee meetings

ACCOUNTABILITY:

- The Treasurer is accountable to the President and Committee
- The Treasurer shall seek ratification from the Management Committee of the Association budget, and thereafter shall have the authority to act within the limits of the budget
- The Treasurer shall provide a report to the Management Committee of all financial transactions

SKILLS:

- Enthusiastic and well organised
- Ability to keep sound financial records
- Computer skills
- Ability to allocate regular time periods to maintain the books
- Diligent with receipting and banking all monies
- Ability to work in a logical and orderly manner
- Willing to learn new skills if necessary
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Financial accounting experience

MEMBERSHIP OFFICER

To support the recruitment of new members, the maintenance of records of current members and to develop strategies to encourage membership of the Association by interested parties.

RESPONSIBILITIES:

- Maintain and regularly amend with each change, an electronic Register of Members including address, email and phone contact, which is stored in an off-site permanent storage, accessible by all members of the Management Committee
- Receipt nominations for membership of the Management Committee
- Coordinate the receipt of applications for new membership of the Association and present these to the Management Committee for consideration
- In conjunction with the Secretary, advise new members of their acceptance/non acceptance as a member
- Receipt resignations of membership
- Advise members of termination of membership, receipt any notices of appeal to refusal of, or termination of membership and pass these to the Secretary within two working days of receipt
- Collect and store a biography in a standard format, of every member of the Association in off-site storage, accessible to all members of the Management Committee

ACCOUNTABILITY:

- The Membership Officer is accountable to the President and Management Committee

SKILLS:

- Enthusiastic and well organised.
- Ability to keep biographical and membership records
- Ability to allocate regular time periods to Association business
- Ability to work in a logical and orderly manner
- Computer skills
- Willing to learn new skills if necessary
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Corporate planning skills

HISTORY OFFICER

To drive the identification, acquisition, restoration, preservation, storage and display of items of historical significance to the Royal Australian Army Dental Corps and/or RAADC Association, including where approved, their loan or gifting to suitable organisations for preservation and/or storage.

RESPONSIBILITIES:

- Identify items of historical significance to the Royal Australian Army Dental Corps or RAADC Association, including artefacts, medals, photographs, equipment and records
- Where possible/desirable, acquire items for the purposes of restoration, preservation, storage and/or display
- Arrange restoration of items
- Ensure that items are not simply locked away but are appropriately available for display, reference
- Undertake actions to ensure that items are stored and preserved as appropriate, seeking expert knowledge from appropriate personnel where desirable
- Keep a register of items, including their location, including loan or donation to museums etc
- Have the register of items published on the RAADC Association web site, so that interested parties can access items for the purpose of research, display or other worthwhile ventures
- Provide advice to any person who seeks to loan, donate or retain items of historical military significance

ACCOUNTABILITY:

- The History Officer is accountable to the President and Management Committee

SKILLS:

- Enthusiastic and well organised.
- Ability to keep comprehensive records
- Ability to identify the best location/method or preserving items over generations
- Ability to allocate regular time periods to Association business
- Ability to work in a logical and orderly manner
- Computer skills
- Willing to learn new skills if necessary
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Knowledge of preservation techniques

REGIONAL REPRESENTATIVE

To support the recruitment of new members to the Association, the planning and conduct of Association activities and generally support Association operations in their regional area of responsibility(RAOR).

RESPONSIBILITIES:

- Maintain an awareness of Association membership in the RAOR
- Encourage membership of the Association by previous members of the RAADC, ADF Dental Services or other interested parties
- Maintain an awareness of and encourage participation in Association or other related activities, such as ANZAC Day, RAADC Corps Birthday and Remembrance Day, both in the RAOR and elsewhere
- Seek funding from the Management Committee to support both recruitment activities and meetings of members of the Association in the RAOR
- Other activities as requested from time to time by the Regional Representative or Management Committee

ACCOUNTABILITY:

- The Regional Representative is accountable to the President and Management Committee

SKILLS:

- Enthusiastic and well organised
- Good organisational and planning skills
- Ability to keep biographical and membership records
- Ability to allocate regular time periods to Association business
- Ability to work in a logical and orderly manner
- Computer skills
- Willing to learn new skills if necessary
- Dedicated club person
- Honest and trustworthy

DESIRABLE SKILLS:

- Corporate planning skills