

Australasian Human Development Association (AHDA)**Executive Management Committee Guidelines****Requirements for Executive Management Committee (EMC) members**

- All EMC members must be a member of the AHDA association.
- All EMC members should uphold the expectation that "the business and operations of an incorporated association shall be controlled by a management committee".
- All EMC members should discharge the following duties:
 - to act bona fide in the interests of the association
 - to exercise powers given to them for their proper purpose
 - to ethically conduct oversight with their discretionary powers
 - to avoid conflicts of interest, and
 - to exercise care, diligence, and skill on behalf of the organisation
- EMC members have a 2-year tenure with the possibility of renewal for an additional 2-year term.

Liability of Executive Management Committee members

- Liability for the debts of the association is limited.
- Property of the incorporated association can be taken to satisfy liabilities incurred at the committee's direction, but the members of the EMC are not personally liable.
- EMC members may be criminally liable for their misdeeds under the Associations Incorporations Act. Failure to comply with the provisions of the Act or regulations can bring a fine.
- Where fraud or misappropriation is involved, then Section 55 of the Act makes EMC members liable to a jail sentence.

Specific Responsibilities

- The EMC is responsible for purchasing insurance to protect the assets and resources of the organisation in respect of damage to property, death or bodily injury occurring on the property of the association. (AHDA has traditionally purchased public liability insurance, which is due in July of each year.)

Financial Year

The financial year runs from 1 May to 30 April.

Meetings

- The EMC generally meets bi-monthly, but they must meet at least every four months and have a quorum (as prescribed by the rules) to officially record a meeting.
- The EMC is empowered to appoint a president, treasurer, or secretary within 14 days of the office becoming vacant.

Annual General Meeting

- must be held within 6 months of the close of the financial year (i.e., by 31st October)
- must have a quorum (specifically 4 out of the 6 EMC members)
- must have its contents and discussions communicated to the AHDA membership within 3 months of the date of the meeting

Office Bearers Duties

President

The president is broadly empowered to act in an executive fashion to make decisions and to act for the benefit of the AHDA organisation and membership. Specifically, the president:

- will call meetings of the EMC to conduct business of the organisation and prepare an agenda for that meeting
- will ensure that all offices of the EMC are filled in a timely fashion with suitable AHDA members who will advance the goals of AHDA
- will act to ensure that the monetary resources of the organisation are safely protected, and to take appropriate measures to gather sufficient funds to support the financial good health of the organisation
- will ensure that conferences are scheduled and conducted on a regular basis to enact one of the basic functions of AHDA; namely, to promote collegial contact and transfer of scholarly information among members
- will ensure that regular communications are disseminated to AHDA members to convey timely and important information of broad interest to the society, e.g., job openings, local conferences, grant offerings, etc.
- will assist the Communication Director in monitoring the gmail account

Secretary

The secretary is charged with the responsibility of recording the contents of meetings of the EMC and documenting other actions (e.g., expenditures of AHDA funds) performed by the president of the EMC on behalf of the AHDA organisation. Specifically, the secretary:

- will attend all EMC meetings (in person or remotely)
- will record in an accurate fashion all relevant discussions and actions performed by EMC members and visitors during official meetings
- will retain all meeting notes for historical reference and to share these notes at appropriate times with EMC members for future decisions
- will work with the EMC to find a safe and permanent fashion of archiving all meeting notes for future use

Treasurer

The treasurer discharges the responsibility of monitoring the location and amount of AHDA financial and property resources. The treasurer will act on behalf of the AHDA organisation to protect these resources and to ensure that they are spent and used for the appropriate goals of the AHDA organisation. Specifically, the secretary:

- will attend all EMC meetings (in person or remotely)
- will ensure that the financial resources of the organisation are deposited in a reputable bank within Queensland
- will monitor the status of the funds to ensure that they are spent by appropriate actions of the EMC for appropriate goals of the AHDA organisation
- will work with the EMC to take actions to increase the funds judiciously and ethically to meet financial responsibilities of the organisation (e.g., financially underwrite the conferences)
- will make appropriate corporation filings within Queensland to meet state requirements

Communication Director

The Communication Director is to facilitate communications between the EMC and the AHDA membership. Specifically, the communication director:

- will attend all EMC meetings (in person or remotely)

- will manage the AHDA gmail account, including weekly inbox monitoring to respond to member enquiries and delete spam/automatic replies
- will compose, edit, and disseminate regular communications to AHDA members to convey timely and important information of broad interest to the society, e.g., job openings, local conferences, grant offerings, etc.
- manage AHDA's social media profiles (Twitter and Facebook)
- will facilitate all efforts by the EMC to solicit ideas from the membership for AHDA actions (e.g., locations for the conference)
- will assist the EMC with using data about members to make decisions about outreach, membership dues, logistics about conferences and other AHDA organisation matters
- will assist the Membership Coordinator in maintaining the membership via MemberSpace and ensure that MailChip is up to date

Web Master

The Web Master is to manage AHDA's website. This role is particularly suitable, though not restricted to, junior members. Specifically, the Web Master is to:

- will attend all EMC meetings (in person or remotely)
- will act as a webmaster to maintain and update the AHDA website
- will assist the EMC generally in relation to events and operations

Membership Coordinator

The Membership Coordinator will maintain AHDA's membership list. This role is particularly suitable, though not restricted to, junior members. Specifically, the Membership Coordinator will:

- will attend all EMC meetings (in person or remotely)
- will maintain the membership via MemberSpace and ensure that MailChimp is up to date
- will assist the Communication Director in reaching new AHDA members and enhancing the social media presence of AHDA

Regional Representatives

The chief role of a regional representative is to be a conduit between the EMC and the society members in their region (i.e., encouraged to actively distribute information to regional members and forward relevant information back to the EMC in a timely fashion). Individuals can self-nominate to serve in this capacity and self-nominations require approval by the EMC. Regional Representatives:

- are expected to attend the AGM either in person or digitally
- are invited to and encouraged to attend EMC meetings
- are welcome to identify potential new members and facilitate their involvement in the organisation
- are welcome to share ideas and initiatives to best serve the AHDA membership

Date: 02-August-2023