



## MANAGEMENT COMMITTEE DUTIES POLICY

**Lake Baroon Catchment Care Group Inc**

PO Box 567, Maleny Qld, 4552

Tel: 07 5494 3775

Email: [info@lbccg.org.au](mailto:info@lbccg.org.au)

|               |         |                          |             |
|---------------|---------|--------------------------|-------------|
| Policy Number | 004     | Responsible person       | LBCCG Chair |
| Version       | 2026    | Approved by Committee on | 12/03/2026  |
| Drafted by    | Manager | Scheduled review date    | As required |

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

### Introduction

The Lake Baroon Catchment Care Group is committed to reducing risk to water quality in the Lake Baroon catchment by collaboratively working with Commonwealth, State and local government, other local community organisations, stakeholders and other relevant community members.

### Purpose

This policy is designed to identify the duties (including statutory duties) of the Executive roles of the LBCCG Management Committee.

### Position Duties

#### President/Chair

**(in the absence of the President the Vice President assumes the duties of the President/Chair)**

**Statutory duties are given in blue bold type**

|                   |                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance</b> | Provide leadership to the organisation                                                                                                                                           |
|                   | Ensure (in partnership with the Management Committee) that the organisation's objectives, goals and mission are being followed                                                   |
|                   | Work with the Manager to ensure (in partnership with the Management Committee) that the organisation develops in the appropriate direction                                       |
|                   | Work with the Manager to ensure (in partnership with the Management Committee) that the organisation operates in an ethically, environmentally, and socially responsible fashion |
| <b>Planning</b>   | Oversee (in partnership with the Management Committee) the production of an annual Strategic Plan for the organisation                                                           |
| <b>Meetings</b>   | Ensure that appropriate Standing Orders (meeting rules) are in place                                                                                                             |
|                   | With the Secretary and the Manager, prepare the agenda in advance of meetings                                                                                                    |
|                   | <b>Chair Management Committee meetings according to Standing Orders</b>                                                                                                          |
|                   | Rule on issues of meetings procedure not covered in the Standing Orders                                                                                                          |
|                   | Report to the Annual General Meeting on the situation of the organisation                                                                                                        |
|                   | <b>Chair Meetings according to Standing Orders</b>                                                                                                                               |

|                                        |                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative &amp; Management</b> | Chair Executive Committee (President, Vice-President, Secretary, Treasurer) meetings between Management Committee meetings                                                                                                                                                                                                                                              |
|                                        | Serve on sub-committees as required                                                                                                                                                                                                                                                                                                                                     |
|                                        | Liaise with sub-committee chairs and report to the Management Committee where appropriate                                                                                                                                                                                                                                                                               |
|                                        | Assign (in partnership with the Management Committee) administrative duties to Management Committee members, staff and volunteers                                                                                                                                                                                                                                       |
|                                        | Personally carry out administrative duties as assigned                                                                                                                                                                                                                                                                                                                  |
|                                        | Ensure that appropriate recruitment policies and procedures are in place for Manager and other staff                                                                                                                                                                                                                                                                    |
|                                        | Oversee the recruitment of the Manager                                                                                                                                                                                                                                                                                                                                  |
|                                        | Ensure that appropriate personnel policies and procedures are in place for Manager and other staff                                                                                                                                                                                                                                                                      |
|                                        | Oversee the annual performance review of the Manager                                                                                                                                                                                                                                                                                                                    |
|                                        | Oversee the succession of the Manager                                                                                                                                                                                                                                                                                                                                   |
|                                        | Oversee the management of the business of the Management Committee                                                                                                                                                                                                                                                                                                      |
|                                        | Lead the management of the recruitment, induction, and training of Management Committee members                                                                                                                                                                                                                                                                         |
|                                        | Lead the assessment, review and renewal of the Management Committee                                                                                                                                                                                                                                                                                                     |
|                                        | Oversee the management of the organisation's grievance procedures                                                                                                                                                                                                                                                                                                       |
|                                        | Ensure the harmony of Management Committee deliberations                                                                                                                                                                                                                                                                                                                |
|                                        | Manage (in partnership with the Management Committee) the succession of the position of President/Chair                                                                                                                                                                                                                                                                 |
|                                        | Serve as liaison with the Manager and, through them, to the staff                                                                                                                                                                                                                                                                                                       |
|                                        | In consultation with the Manager, report to the Management Committee on staff management issues                                                                                                                                                                                                                                                                         |
|                                        | In consultation with the Manager, draw up Manager succession policy                                                                                                                                                                                                                                                                                                     |
| <b>Media</b>                           | Serve as spokesperson for the organisation                                                                                                                                                                                                                                                                                                                              |
| <b>Promotion</b>                       | Promote the organisation in the community as opportunities arise                                                                                                                                                                                                                                                                                                        |
| <b>Negotiation</b>                     | Work with the Manager in negotiation with other organisations and report to the Management Committee                                                                                                                                                                                                                                                                    |
| <b>Legal</b>                           | Oversee staff to ensure that <ul style="list-style-type: none"> <li>• In partnership with the Treasurer ensure the organisation is at all times solvent and can cover all liabilities</li> <li>• the performance of all legal requirements is reported to the Management Committee</li> <li>• the performance of all legal requirements is fully documented.</li> </ul> |
|                                        | Ensure that all legal requirements are met                                                                                                                                                                                                                                                                                                                              |
| <b>Finance</b>                         | With the Treasurer, oversee the Manager to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place                                                                                                                                                                                                    |
| <b>Other duties</b>                    | As for Board members (below)                                                                                                                                                                                                                                                                                                                                            |

**Treasurer**

|                                        |                                                                                                                                                            |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance</b>                      | Ensure that the Management Committee maintains the degree of financial literacy necessary to conduct the business of the organisation                      |
|                                        | Advise the Management Committee on matters of finance                                                                                                      |
|                                        | Advise the Management Committee on fundraising                                                                                                             |
|                                        | Oversee the production of appropriate fully documented financial policies and procedures                                                                   |
| <b>Planning</b>                        | With the Manager, oversee the production of a Business Plan for the organisation                                                                           |
|                                        | With the Manager, oversee the regular review and development of the Business Plan                                                                          |
| <b>Meetings</b>                        | <b>Report to the Board at each meeting on the financial situation of the organisation</b>                                                                  |
|                                        | Report to the Management Committee at each meeting on variances from the approved budget                                                                   |
|                                        | With the Secretary, place any necessary financial items on the Management Committee agenda in advance of the meeting                                       |
|                                        | Report to the Annual General Meeting on the financial situation of the organisation                                                                        |
| <b>Administrative &amp; Management</b> | Serve on the Executive Committee between Board meetings                                                                                                    |
|                                        | Chair the Finance Committee                                                                                                                                |
|                                        | Serve on sub-committees as required                                                                                                                        |
|                                        | Liaise with sub-committee chairs on financial issues and report to the Management Committee where appropriate                                              |
|                                        | Personally carry out financial duties as assigned                                                                                                          |
|                                        | Oversee the organisation's bookkeeping                                                                                                                     |
|                                        | With the President, oversee the Manager in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible.          |
|                                        | Oversee the organisation's banking                                                                                                                         |
|                                        | Oversee the maintenance of the organisation's asset register                                                                                               |
| <b>Finance</b>                         | Oversee the Manager to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place |
|                                        | Oversee the Manager to ensure that risk management strategies (including appropriate insurances) are in place                                              |
|                                        | <b>Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation</b>             |
|                                        | With the Manager, oversee the organisation's investment strategy and report to the Management Committee                                                    |
|                                        | Oversee the preparation of the Budget for the coming year                                                                                                  |
|                                        | Oversee the review of income and expenditure against the budget on a continuous basis                                                                      |
| <b>Legal</b>                           | With the Manager, ensure the organisation's compliance with all applicable tax arrangements and staff payments (superannuation)                            |
| <b>Other duties</b>                    | As for Management Committee members (below)                                                                                                                |

**Secretary**

|                                        |                                                                                                                      |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Governance</b>                      | Oversee the preparation and adoption of appropriate Management Committee policies                                    |
| <b>Planning</b>                        | Ensure that appropriate standing orders are in place                                                                 |
| <b>Meetings</b>                        | Organise the venue for Management Committee meetings                                                                 |
|                                        | With the Chair and the Manager, prepare the agenda in advance of each Management Committee meeting                   |
|                                        | Oversee the distribution of meeting papers before the meeting                                                        |
|                                        | <b>Take minutes at each Management Committee meeting and circulate to members</b>                                    |
| <b>Administrative &amp; Management</b> | Serve on the Executive Committee between Management Committee meetings                                               |
|                                        | Serve on sub-committees as required                                                                                  |
|                                        | <b>Oversee the maintenance of a register of members</b>                                                              |
|                                        | <b>Oversee the procedures for the admission of new members</b>                                                       |
|                                        | <b>Oversee the procedures for the resignation of members</b>                                                         |
|                                        | <b>Oversee the procedures for the discipline, suspension and expulsion of members</b>                                |
|                                        | <b>Oversee the organisation of Management Committee Meetings</b>                                                     |
|                                        | <b>Receive nominations for positions on the Management Committee</b>                                                 |
|                                        | <b>Keep under their control all books, documents and securities, and make them available to members as requested</b> |
|                                        | Personally carry out administrative duties as assigned by the President/Chair                                        |
| <b>Media</b>                           | Serve as spokesperson for the organisation when directed by the President/Chair                                      |
| <b>Promotion</b>                       | Promote the organisation in the community as opportunities arise                                                     |
| <b>Negotiation</b>                     | Serve (as nominated by the Management Committee) in negotiation with other organisations                             |
| <b>Legal</b>                           | <b>Keep the Common Seal of the organisation</b>                                                                      |
| <b>Other duties</b>                    | As for Management Committee members (below)                                                                          |

**Management Committee Member**

|                                        |                                                                                                                                                                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b>                         | On being elected to the Management Committee, undertake induction and training procedures as provided by the Management Committee                                                                                                                                                  |
| <b>Governance</b>                      | Consider, debate, and vote on issues before the Management Committee on the basis of the best interests of the organisation only                                                                                                                                                   |
|                                        | Comply with the rules, policies, and standing orders of the organisation                                                                                                                                                                                                           |
| <b>Planning</b>                        | Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan etc)                                                                                                                                                                     |
| <b>Meetings</b>                        | Attend all meetings, or, if absolutely unavoidable, apologise in sufficient advance for absence. <b>Notify of absence by email to <a href="mailto:admin@lbccg.org.au">admin@lbccg.org.au</a> or phone call to the LBCCG office</b>                                                 |
|                                        | Where Management Committee papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting                                                                                                                                               |
|                                        | Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate                                                                                                                                                                                     |
| <b>Administrative &amp; Management</b> | Approach employees of the organisation (paid or unpaid) only through the Manager                                                                                                                                                                                                   |
|                                        | Serve on sub-committees as required                                                                                                                                                                                                                                                |
|                                        | Review and approve the organisation's systems for financial control, policy and risk management                                                                                                                                                                                    |
|                                        | Undertake administrative duties as required                                                                                                                                                                                                                                        |
| <b>Media</b>                           | Make comments to the media only as directed by the President/Chair                                                                                                                                                                                                                 |
| <b>Promotion</b>                       | Promote the organisation in the community as opportunities arise                                                                                                                                                                                                                   |
| <b>Legal &amp; Ethical</b>             | <b>Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</b>                                                                                   |
|                                        | <b>Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</b>                                             |
|                                        | <b>If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Management Committee immediately</b>                                                                                                                                   |
|                                        | <b>If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Management Committee on that issue</b>                                                                                                                            |
|                                        | If they have any non-pecuniary conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure |
|                                        | At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus                                                                                                                              |

**Related Documents**

Code of Ethics  
 Governance  
 Conflict of Interest  
 Budget Planning  
 Conduct of Meetings (including Standing Orders)