

## Position Responsibilities

### President

Preside and chair all committee and club meetings  
To oversee and co-ordinate all committee positions  
Represent the club at outside events  
Prepare meeting agendas in conjunction with Secretary  
Ensure that any breaches of the Club Personal Conduct Policy are dealt with appropriately  
Other duties as nominated

### Vice President

Fill in for the President as required  
Coordinate guest speakers with committee members  
Represent the club at outside functions as required  
Be entitled to be on any subcommittee formed at any time  
Other duties as nominated

### Secretary

Record all club meeting minutes  
Record, disseminate to required parties, correspondence received  
Maintain statutory advices and requirements  
Co-ordinate and maintain membership records, in conjunction with membership officer  
Other duties as nominated

### Treasurer

Record and report on all financial matters  
Prepare an annual expenditure and cash receipts budget each year from historical data within 30 days of appointment.  
Banking (co signature with another nominated committee member/s)  
Approve all club spending  
Prepare financial statements for AGM  
Other duties as nominate

## General Committee Tasks and Responsibilities

Membership  
Equipment Library  
Book Library  
Website  
Newsletter  
Social Media  
Event Coordinator  
Swarm Collection and Bee Removal Coordinator