

Melville Community Men's Shed

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PO Box 315, Bull Creek, 6149



ABN 55 165 525 462

Management Committee -

Position Descriptions

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Responsibilities



Melville Community Men's Shed Inc. is committed to providing information to all members on the roles and responsibilities under which the elected committee operate.

The objectives of this document are to:

1. help identify the potential roles of members serving on the committee and in Executive roles
2. provide clear list of duties for members of the Management Committee
3. provide assistance in succession planning for those positions

ROLE OF COMMITTEE MEMBERS

It is the responsibility of all Management Committee members to:

- Attend meetings
- Arrive at meetings on time
- Respect the rules of procedure
- Speak clearly and to the point on agenda items while at meetings
- Listen attentively
- Respect other participants and maintain an open-minded attitude towards others' opinions
- Undertake and complete tasks allocated
- Submit reports when required
- Always represent MCMS with integrity

It is important that the Management Committee fully understands the individual roles and responsibility of the nominated positions to manage effectively and efficiently.



Management Committee Positions

All positions are elected positions and office bearers will serve a pre-determined and conditional term as outlined in the **Melville Community Men's Shed Inc.** Constitution.

Positions can include:

1. Chair
2. Vice Chair
3. Treasurer
4. Secretary
5. Health and Safety Officer
6. Projects Officer (s)
7. Shed Manager
8. Sponsorship and Fundraising Coordinator
9. Membership and Welfare Officer
10. Communication, Marketing and Media Officer
11. Asset Management Officer
12. Social Activities Officer
13. Committee member (including Assistants to Executive positions)

Honorary Solicitor and Honorary Accountant

- appointed by invitation to provide the Shed with ongoing financial advice and support.

Shed Patron/s

- appointed by invitation in acknowledgment of support shown for the Shed
- provide support and guidance and to uphold the good name of the Shed, its key stakeholders and all members.
- may be appointed at one time and will be invited to hold the position(s) at the request of the members by popular vote.



1. CHAIR

The Chair will be required to dedicate a significant amount of time and may undertake many tasks during their term of office.

The main tasks required of a chair are:

- ❖ Chair committee meetings
- ❖ Oversee and co-ordinate Project activities and administration
- ❖ Ensure the committee performs set duties
- ❖ Ensure all tasks necessary for the smooth running of MCMS are performed and/or appropriately delegated
- ❖ Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other Project requirements
- ❖ Plan and co-ordinate the year's activities following consultation with other committee members
- ❖ Be familiar with budgeting

POSITION DESCRIPTION – CHAIR

Objectives

To ensure:

- ❖ positive promotion of MCMS, member participation and achievements at the highest possible level
- ❖ MCMS is run efficiently administratively, financially, and socially to support MCMS activities.

Responsibilities

- ❖ demonstrate leadership and an example to all members
- ❖ encourage participation by members in activities, fundraising and shed projects



- ❖ ensure Committee Members fulfil their responsibilities.
- ❖ preside at all meetings and will have a casting vote.
- ❖ ensure that meetings are productive, and results focussed
- ❖ ensure that the Secretary completes the proper entry of minutes and the handling of the Association's affairs as instructed by meetings.
- ❖ represent MCMS at external functions.
- ❖ report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- ❖ reports to the Members, Management Committee and, if applicable, the Board of Trustees.
- ❖ acts as or ensure they delegate acts in the best interests of MCMS at relevant external activities and Meetings.
- ❖ supports all Committee Members.

Accountability

- ❖ is accountable to the Members, Management Committee and, if applicable, the Board of Trustees.
- ❖ the Chair will provide a monthly report to the Board of Trustees (if applicable) and General committee.



2. VICE CHAIR

The Vice Chair will be required to act as Chair when the Chair is either unavailable to carry out the duties or has delegated these duties. Therefore, the Vice Chair will be required to dedicate a significant amount of time to MCMS and may have to undertake many tasks during their term of office.

Tasks that will be carried out by the Vice Chair include:

- Chair committee meetings
- Oversee and co-ordinate Project activities and administration
- Ensure the committee performs set duties
- Ensure all tasks necessary for the smooth running of MCMS are performed and/or appropriately delegated
- Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other Project requirements
- Plan and co-ordinate the year's activities following consultation with other committee members
- Be familiar with budgeting

POSITION DESCRIPTION –Vice Chair

Objectives

To ensure:

- positive promotion of MCMS, member participation and achievements at the highest possible level
- that MCMS is run efficiently administratively, financially and socially to support MCMS activities.



Responsibilities

- demonstrate leadership and example to all members
- encourage participation by members in activities, fundraising and shed projects
- ensure Committee Members fulfil their responsibilities to MCMS
- preside at all meetings and have a casting vote
- ensure that meetings are productive, and results focussed
- ensure that the Secretary completes the proper entry of minutes and the handling of the Association's affairs as instructed by Meetings.
- represent MCMS at external functions
- report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- reports to the Members and Management Committee
- acts as or ensure they delegate acts in the best interests of MCMS at relevant external activities and Meetings
- supports all Committee Members

Accountability

- is accountable to the Members and Management Committee
- the Chair will provide a monthly report to the Management Committee.



3. TREASURER

This position requires diligence to ensure correct and accurate records are maintained and is crucial to the efficient running of MCMS.

Key responsibilities include:

- A thorough understanding of financial procedures
- The deposit of all monies received, as soon as possible
- Signatory for cheques
- Preparation of annual budgets
- Preparing comprehensive financial reports for Board of Trustees (if applicable), committee meetings, general meetings and as requested by the committee and
- Creation and maintenance of financial records throughout the term of office.
- Organisation of Annual Audit of financial records- legislative requirement for all incorporated bodies.

The Six Commandments of the Ethical Treasurer

1. Do not lend money, under any circumstance, to other Associations or individuals within MCMS.
2. Do not use financial funds as a personal expense account
3. Do not allow MCMS to fall into a serious and unnecessary financial position - attempt to match expenditure with income.
4. Always obtain a receipt or invoice to substantiate expenditure
5. Always provide receipts to those who give MCMS money, for any reason
6. Always keep the financial records of MCMS up to date.



POSITION DESCRIPTION - Treasurer

Objective

To ensure that a financial management system and reporting system is put in place and operational, so the committee has an accurate understanding of the financial status of MCMS at all times.

Responsibilities

- prepare budgets, in consultation with the committee, to reflect income and expenditure of MCMS for presentation at the first meeting after the Annual General Meeting. The budget should include an interim payment plan for any outstanding debt and a cash flow plan for the ensuing year.
- approve any expenditure by MCMS
- maintain and oversee Petty cash
- ensure all General Committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee
- attend to general banking activities
- maintain appropriate accounts of all income and expenditure
- report monthly to the Management Committee
- present all accounts for payment for approval and prioritise payment of accounts
- make details of all accounts available to the Management Committee and members as provided in the Act
- oversee and seek reports of all other accounts held by MCMS
- ensure all reporting/taxation commitments are met by MCMS
- ensure MCMS finances are correctly audited
- report activities of the portfolio to the membership at the Annual General Meeting.



Relationships

- reports to the Chair and Management Committee
- liaises with all Creditors and Debtors.

Accountability

- the Treasurer is accountable to the Chair and Management Committee.
- the Treasurer will seek ratification from the Committee of a budget, including debt reduction and thereafter will have the authority to act within the limits of the budget and strategy approved.
- the Treasurer will provide a monthly report to the Management Committee of all financial transactions.



4. SECRETARY

ROLE OF SECRETARY

The role of the Secretary is primarily administrative. Responsibilities may include:

- ❖ Prepare and document all meetings
- ❖ Prepare and distribute a Notice of Meetings (including date, time and location) to committee members
- ❖ Prepare and distribute the agenda following consultation with other committee members
- ❖ Check Minutes of the last meeting and ensure all committee members can read through them prior to their proposed adoption and
- ❖ Advertise the appropriate meeting (AGM or General Meeting) to members.

At the Meeting

- ❖ ensure the Club constitution, all correspondence and other relevant documents are brought to the meeting
- ❖ take Minutes – include those present, apologies for absence and all motions tabled - as accurately and specifically as possible – e.g., who tabled the motion, seconder, and result of vote. Attention should be paid to where reimbursements for committee members and items of expenditure are concerned.

Between Meetings

- ❖ ensure the Minutes of the meeting are prepared and circulated to committee members and relevant others prior to meetings and
- ❖ attend to correspondence.



Additional

- ❖ maintenance of equipment registers – in the absence of a delegated officer
- ❖ maintenance of the calendar of events
- ❖ maintenance of an accurate and up to date register of all financial members - in the absence of a delegated officer.

POSITION DESCRIPTION -Secretary

Objectives

To ensure that appropriate administrative support is provided to the Chair and Management Committee of MCMS.

Responsibilities

- ❖ establish a meeting schedule for the Management Committee for the current year
- ❖ provide secretarial support to the committee
- ❖ maintain an accurate copy of the Constitution
- ❖ Provide administrative support to the committee to ensure all relevant MCMS responsibilities are dealt with appropriately
- ❖ maintain a complete record of all activities of MCMS
- ❖ be familiar with the policies and procedures of MCMS, relevant associations and any other body that has governance to give advice to the Chair and Committee as required.
- ❖ prepare minutes of all Committee Meetings and distribute as per the Constitution & Rules of the Association.
- ❖ receive all correspondence directed to MCMS.
- ❖ prepare and send correspondence in accordance with the direction of the Chair and committee
- ❖ co-ordinate all committee reports
- ❖ report activities of the portfolio to the membership at the Annual General Meeting
- ❖ prepare a comprehensive report of all activities of MCMS for presentation to members at the Annual General Meeting.



Relationships

- ❖ reports to the Chair and Management Committee.
- ❖ liaises with the Chair as and when required.
- ❖ liaises with the General Committee.

Accountability

- ❖ the Secretary is accountable to the Chair and the Committee.
- ❖ the Secretary will provide a monthly report to the Management committee.



5. HEALTH AND SAFETY OFFICER

The Health & Safety Officer will be required to dedicate a significant amount of time to MCMS and may undertake many tasks during their term of office.

The main tasks required of a Health & Safety are:

- Chair Health and Safety meetings
- Oversee and co-ordinate Health and Safety activities and associated administration
- Conduct risk assessments
- Ensure compliance with legislative requirements
- Establish templates and safe work instructions. This includes developing or facilitating the development of Safe Work Instructions etc.
- Monitor the response to incidents, review and evaluate incident investigations undertaken and conduct further investigations for serious or higher incidents or where necessary.
- Ensure all Health & Safety tasks necessary for MCMS are performed and/or appropriately delegated
- Maintain a thorough knowledge of the relevant legislation and other Project requirements
- Plan and co-ordinate the year's training activities following consultation with the Management Committee

POSITION DESCRIPTION - Health and Safety Officer

Objectives

To ensure:

- positive promotion of a safe work area and member safety at the highest possible level
- MCMS is operated efficiently and safely
- a culture of work safety is instilled in all members.



Responsibilities

- demonstrate leadership and example to all members in regard to health and safety
- act in an advisory capacity to members: monitor corrective and preventive actions to ensure that responsibilities are met and determined based upon the risk of the issue; to review the effectiveness of the implemented action measures to ensure adequate risk reduction.
- encourage participation and compliance by members
- ensure that the committee is provided with adequate monthly reports
- report activities of the portfolio to members at the Annual General Meeting.
- coordinate workshop inspection schedule
- facilitate and promote consultation and communication

Relationships

- reports to the Members, Management Committee and Board of Trustees.
- Acts as or ensure they delegate acts in the best interests of MCMS at relevant external activities and Meetings.
- Supports all Committee Members.

Accountability

- is accountable to the Members and Management Committee
- the Health and Safety Officer will provide a monthly report to the Management committee.



6. Projects Officer (s)

Project Officer(s) will be required to dedicate a significant amount of time to Projects and may undertake many tasks during their term of office.

The main tasks required of a Project Officer are:

- ❖ Attend committee meetings & submit reports as required
- ❖ Oversee and co-ordinate each specific Shed Project activity
- ❖ Ensure project is approved and properly resourced
- ❖ Ensure all tasks necessary for the completion of each Project are performed and/or appropriately delegated.
- ❖ Inform members of special requirements or instructions
- ❖ Liaise with 'customers'
- ❖ Be familiar with budgeting

POSITION DESCRIPTION - Project Officer

Objectives

To ensure

- ❖ positive promotion of projects, member participation and achievements at the highest possible level
- ❖ Project is run efficiently administratively, financially and socially to support MCMS activities.



Responsibilities

- ❖ demonstrate leadership and example to all members
- ❖ encourage participation by members in shed projects
- ❖ ensure Committee Members are aware of all shed Projects
- ❖ complete projects on time and within budget
- ❖ report activities of the portfolio to the membership at the Annual General Meeting.

Relationship

- ❖ reports to the Members and Management Committee
- ❖ acts as or ensure they delegate acts in the best interests of MCMS.
- ❖ supports all Committee Members.

Accountability

- ❖ is accountable to the Members and Management Committee
- ❖ will provide a monthly report to the Management Committee.



7. SHED MANAGER

The Shed Manager will be required to dedicate a significant amount of time to MCMS and may undertake many tasks during their term of office.

The main tasks required of a Shed Manager are to:

- Attend committee meetings and submit reports
- Oversee and co-ordinate shed Project activities and administration
- Be responsible for coordinating materials and liaising/negotiating with the customer
- Ensure all tasks necessary for the smooth running of MCMS are performed and/or appropriately delegated.
- Be familiar with budgeting
- Be a good communicator
- Have an aptitude for management and demonstrate leadership
- Have some technical aptitude

POSITION DESCRIPTION - Shed Manager

Objectives

To ensure

- positive promotion of MCMS, member participation and achievements at the highest possible level
- MCMS is run efficiently administratively, financially and socially to support MCMS activities.



Responsibilities

- demonstrate leadership and example to all members
- troubleshoot problems and issues that may arise daily
- encourage participation by members in activities, fundraising and shed projects
- co-ordinate activities
- report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- reports to the Members and Management Committee
- acts as or ensure they delegate acts in the best interests of MCMS at relevant external activities and Meetings
- supports all Committee Members

Accountability

- is accountable to the Members and Management Committee
- provide a monthly report to the Management Committee.



8. Sponsorship and Fundraising Coordinator

Objective

To co-ordinate all fundraising activities for MCMS to ensure funds are raised to enable MCMS to operate without long-term debt.

Responsibilities

- ❖ Develop a budget for fundraising activities aimed at securing sufficient funds to meet the financial requirements of MCMS
- ❖ Develop a proposal, for ratification by the Management Committee, for sponsorship packages to that can be offered by MCMS to attract as broad a sponsorship as possible
- ❖ Co-ordinate all sponsorship for all areas of MCMS
- ❖ Ensure all existing sponsors are contacted on a regular basis
- ❖ Seek out new sponsors to supplement existing sponsors
- ❖ Ensure sponsors signage is in place and all other aspects of sponsorship deals are in place
- ❖ Arrange a Sponsors Dinner at an appropriate time of the year
- ❖ Ensure all sponsorship agreements are honoured
- ❖ Maintain contact with all corporate sponsors
- ❖ Co-ordinate major raffle/s and fundraisers and be the contact person and be responsible for approval of minor raffles or any other fundraising activity which members of the club may wish to pursue
- ❖ Report activities of the portfolio to the Management Committee and membership at the Annual General Meeting.



Relationships

- ❖ reports to the Chair and Management Committee
- ❖ supports any person responsible for providing services associated with sponsorships

Accountability

- ❖ the Sponsorship and Fundraising Co-ordinator is accountable to the Board of Trustees, Chair and the General Committee
- ❖ the Sponsorship and Fundraising Co-ordinator will seek ratification from the Management Committee of sponsorship packages offered by MCMS and will thereafter have the authority to act within the limits of the packages without reference to the Management Committee
- ❖ the Sponsorship and Fundraising Co-ordinator will provide a monthly report to the Management Committee
- ❖ is accountable to the Members and Management Committee
- ❖ provide a monthly report to the Management Committee.



9. Membership and Welfare Officer

Objective

To provide co-ordination of Project membership and undertake Induction processes.

Responsibilities

- Develop and maintain strategies for the ongoing expansion of the membership base of MCMS.
- Develop proposals for types and level of membership fees and arrangements for consideration by Management Committee
- Proposals must be provided to the committee as soon as possible after the Annual General Meeting with recommendations for all membership types and fees for the ensuing year
- Assist with the collection of membership fees from general members
- Maintain all member details in the membership data base
- Manage all documentation associated with application, membership, Skills Audit and other necessary documentation
- Undertake Induction processes
- Implement strategies to ensure the Welfare and wellbeing of members

Relationships

- reports to the Chair and Management Committee.
- liaises with the Chair and Management Committee

Accountability

- accountable to the Chair and Management Committee
- provide a report on any aspect of MCMS at appropriate times.



10. Communication, Marketing and Media Officer

The Communication, Marketing and Publicity Officer will be required to dedicate a significant amount of time to MCMS and may undertake many tasks during their term of office.

The main tasks required of the Communication, Marketing and Publicity Officer are:

- ❖ Develop a publicity strategy to advertise MCMS
- ❖ Develop and distribute publicity material, including soliciting businesses and individuals for funding support
- ❖ Assist with the planning and coordination of activities and events
- ❖ Write press releases,
- ❖ Maintain social media sites, and MCMS website <https://melvilleshed.tidyhq.com>

Objectives

To ensure:

- ❖ positive promotion of MCMS, member participation and achievements at the highest possible level
- ❖ MCMS is portrayed effectively and positively
- ❖ support to Committee members to ensure the efficient operation of MCMS
- ❖ to maximise communication to Project stakeholders
- ❖ to promote the facility through regular publications such as the Newsletter
- ❖ to promote the activities of the facility in the local media including radio, newspaper and other mediums where appropriate



Responsibilities

- ❖ assist all members in promoting the Shed in the local and wider community
- ❖ undertake publicity tasks at the request of the Executive and/or Committee where required
- ❖ manage any public comment concerning any situation or incident that may reflect on the wellbeing of the Shed
- ❖ assist other Committee members in their duties as required
- ❖ undertake tasks at the request of the Executive or Committee
- ❖ represent MCMS at external functions.
- ❖ report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- ❖ reports to the Members and Management Committee
- ❖ acts as or ensure they delegate acts in the best interests of MCMS at relevant external activities and Meetings.
- ❖ supports all Committee Members.

Accountability

- ❖ is accountable to the Members and Management Committee
- ❖ provide a monthly report to the Management Committee.



ii. Asset Management Officer

The Asset Management Officer will be required to dedicate a significant amount of time to MCMS and may undertake many tasks during their term of office.

The main tasks required of the Asset Management Officer are:

- Attend committee meetings & submit report
- Oversee and co-ordinate the management of MCMS assets
- Be responsible and accountable for development and implementation of a program of ongoing maintenance and repairs that progressively increases the life cycle of project assets
- Plan and co-ordinate the year's maintenance activities following consultation with the Management Committee
- Be familiar with budgeting

Objectives

To ensure:

- positive promotion of MCMS, member participation and achievements at the highest possible level
- MCMS is run efficiently administratively, financially, and socially to support MCMS activities.



Responsibilities

- demonstrate leadership and example to all members
- encourage participation by members in activities and shed projects
- instil a culture where members respect tools, equipment and property belonging to MCMS
- ensure infrastructure, tools and equipment are safe, efficient, and reliable
- report incidents/issues to the committee
- report activities of the portfolio to the membership at the Annual General Meeting.

Relationships

- reports to the Members and Management Committee
- supports all Committee Members.

Accountability

- is accountable to the Members and Management Committee
- provide a monthly report to the Management Committee



12. SOCIAL ACTIVITIES OFFICER

Objective

- ❖ To establish a broad social calendar with a range of appropriate activities for all members to enhance the appeal of MCMS

Responsibilities

- ❖ Program and organise social events for MCMS
- ❖ Prepare a calendar of events to attract the wide involvement of members after consultation with committee members
- ❖ Ensure that all social events held are at least cost neutral to MCMS
- ❖ Report activities of the portfolio to the membership at the Annual General Meeting

Relationships

- ❖ reports to the Chair and Management Committee
- ❖ liaises with relevant committee members / persons responsible for and or running any social event under MCMS umbrella.

Accountability

- ❖ the Social Activities Officer is accountable to the Chair and the Management Committee
- ❖ the Social Activities Officer will seek ratification from the General Committee of the social calendar including financial arrangements and will thereafter have the authority to act within the limits of that arrangement.
- ❖ the Social Activities Officer will provide a monthly report to the Management Committee.

13. COMMITTEE MEMBER means a member of the committee.

Objectives

- ❖ To assist the Management Committee as directed within an agreed skills set and/ or
- ❖ Be an Assistant to an Executive Role to assist that Role and as a training role for future Executive Position nomination