

Scotland Island Residents Association



Role Descriptions

President

- Provides leadership and direction for SIRA while keeping within the bounds of the Association's rules and democratic processes.
- Ensures that SIRA is compliant with NSW laws and rules relating to incorporated associations.
- Chairs SIRA Committee Meetings, General Meetings and the Annual General Meeting.
- Liaises with the Secretary and all committee members to set the agenda for meetings.
- Presents a President's Report at SIRA meetings.
- Liaises with and ensures SIRA is represented at meetings of organisations such as Northern Beaches Council and Ausgrid; ensures that minutes are circulated to the committee and community, as appropriate and in a timely manner.
- Consults with the committee about and prepares correspondence and notices on behalf of SIRA with the Secretary.
- Updates the community about current issues via a variety of forums and with the support of the Secretary and Community Engagement and Communications Subcommittee.
- Informs the Secretary of incoming mail to the President.
- May be a signatory to SIRA bank accounts and on the request of the Treasurer approve transactions in a timely manner.
- Ensures that responsibilities are transferred from previous office bearers to new office bearers after the Annual General Meeting.
- Provides an induction for new office bearers and committee members into their roles and responsibilities – including SIRA constitution, code of conduct, services provided and purchased by SIRA on behalf of the community etc.
- Ensures all committee members are chairing, co-chairing or involved in one or more subcommittees.
- Ensures management of ongoing contracts is handed over to new committee members/ office holders and parties to the contract are informed of new SIRA contacts.
- Signs contracts between SIRA and external organisations or entities, as authorised by the committee.
- Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.