



MOSS VALE MEN'S SHED – COMMITTEE ROLES

The Moss Vale Men's Shed 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.
2. Provide a clear list of duties for members of the Committee.
3. Provide help in succession planning for those positions.

ROLE OF COMMITTEE MEMBERS

It is the responsibility of all 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.
- Respect other participants and maintain an open-minded attitude towards others' opinions.
- Undertake and complete tasks allocated.
- Submit reports when required.
- Always represent the Shed with integrity.
- Support all other Committee Members in the conduct of their responsibilities.

It is important that all Committee Members fully understand the individual roles and responsibility of the nominated positions to manage effectively and efficiently.

COMMITTEE POSITIONS

All Committee positions are elected positions and office bearers will serve a predetermined and conditional term as set out in the Moss Vale Men's Shed rules.

Positions will be determined from time to time by the Committee and can include:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Safety Officer
6. Workshop Manager
7. Sponsorship and Fundraising Coordinator
8. Welfare Officer
9. Communications Officer
10. Asset Management Officer
11. Social Activities Officer



1. PRESIDENT

The main tasks required of the President are:

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

Objectives

To ensure:

- Positive promotion of the Shed.
- That the Shed is run efficiently administratively, financially, and socially.

Responsibilities

- Demonstrate leadership and an example to all members.
- Encourage participation by members in activities, fundraising and shed projects.
- Ensure Committee Members fulfill their responsibilities.
- Preside at all meetings and will have a casting vote.
- Ensure that meetings are productive, and results focused.
- Ensure that the Secretary completes the proper entry of minutes and the handling of the Association's affairs as instructed by meetings.
- Manage any public comment concerning any situation or incident that may reflect on the well-being of the Shed.
- Represent the Shed at external functions.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Attend committee meetings and submit reports.

Relationships

- Reports to the Members and the Committee.
- Acts or ensures his delegate acts in the best interests of the Shed at relevant external activities and meetings.
- Supports all Committee Members in the execution of their roles.

Accountability

- Is accountable to the Members and the Committee.



2. VICE PRESIDENT

The Vice President will be required to act as the President when the President is either unavailable to carry out his duties or has delegated these duties.

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

- Chair Committee meetings as required.
- Assist with oversight and co-ordination of Shed activities and administration.
- Assist with ensuring that all tasks necessary for the smooth running of the Shed are performed and/or appropriately delegated.
- Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act, and other Shed requirements.

Objectives

To ensure:

- Positive promotion of the Shed.
- That the Shed is run efficiently administratively, financially, and socially.

Responsibilities

- Demonstrate leadership and example to all members.
- Encourage participation by members in activities, fund raising and shed events.
- Attend committee meetings and submit reports.

Relationships

- Reports to the Members and the Committee.
- Supports all Committee Members in the execution of their roles.

Accountability

- Is accountable to the Committee.



3. TREASURER

Objective

To ensure that a financial management and reporting system is put in place and operational, so the Committee always has an accurate understanding of the financial status of the Shed.

Key responsibilities include:

- An understanding of financial procedures.
- The deposit of all monies received, as soon as possible.
- Signatory for cheques.
- Preparing comprehensive financial reports for committee meetings, general meetings and as requested by the committee.
- Creation and maintenance of financial records throughout the term of office.
- Organisation of Annual Audit of financial records.

Responsibilities

- Prepare budgets, in consultation with the committee, to reflect income and expenditure of the Shed for presentation at the first meeting after the Annual General Meeting.
- Approve any expenditure by the Shed.
- Maintain and oversee petty cash.
- Ensure Committee members do not exceed authority ceilings for financial expenditure without reference to the Committee.
- Attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure.
- Present all accounts for payment for approval and prioritise payment of accounts.
- Make details of all accounts available to the Committee and members as provided in the Act.
- Oversee and seek reports of all other accounts held by the Shed.
- Ensure all legal reporting/taxation commitments are met by the Shed.
- Ensure the Shed finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Attend committee meetings and submit reports.

Relationships

- Reports to the Members and Committee
- Liaises with all Creditors and Debtors.

Accountability

- The Treasurer is accountable to the Committee.
- The Treasurer will seek ratification from the Committee of a budget and will have the authority to act within the limits of the budget.
- The Treasurer will provide a monthly financial report to the Committee.



4. SECRETARY

Objectives

To ensure that appropriate administrative support is provided to the Committee of the Shed.

Responsibilities

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

- Establish a meeting schedule for the Committee for the current year.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Constitution and Rules.
- Provide administrative support to the Committee in ensuring all relevant association responsibilities are dealt with appropriately.
- Maintain a complete record of all activities of the Shed.
- Be familiar with the policies and procedures of the Shed, relevant associations and any other body that has governance to give advice to the Committee as required.
- Prepare minutes of all Committee Meetings and distribute in accordance with the Constitution & Rules of the Association.
- Receive all correspondence directed to the Shed.
- Prepare and send correspondence in accordance with the direction of the Committee.
- Coordinate all Committee reports.
- 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 the next meeting.
- Advertise the appropriate meeting (AGM or General Meeting) to members.
- Attend committee meetings and submit reports.

At the Meeting

- Ensure the Shed constitution, all correspondence and other relevant documents are brought to the meeting.
- Take minutes including those present, apologies for absence and all motions tabled.

Between Meetings

- Ensure the minutes of the meeting are typed and circulated to Committee members and relevant others.
- Collect and distribute, as appropriate, all mail (both post and electronic).
- Attend to correspondence.

Additional

- Maintenance of the calendar of events.
- Maintenance of an accurate and up to date register of all financial members.
- Manage all documentation associated with applications for membership.
- Maintenance of equipment register in the absence of a delegated officer.



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Relationships

- Reports to the Committee.
- Liaises with the Committee as and when required.

Accountability

- The Secretary is accountable to the Committee.



5. SAFETY OFFICER

The main tasks required of the Safety Officer are:

- Oversee and coordinate health and safety activities and associated administration.
- Conduct risk assessments.
- 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 and Safety tasks necessary for the Shed are performed and/or appropriately delegated.
- Maintain a thorough knowledge of the relevant legislation and ensure compliance.
- Plan and coordinate training activities following consultation with the Committee.
- Chair Health and Safety meetings.

Objectives

To ensure:

- Positive promotion of a safe work area and member safety.
- The Shed is operated efficiently and safely.
- A culture of work safety is instilled in members.

Responsibilities

- Demonstrate leadership and set an example for all members regarding workplace 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.
- Review the effectiveness of the implemented action measures to ensure adequate risk reduction.
- Encourage participation and compliance by members.
- Coordinate a workshop inspection schedule.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to the Committee.

Accountability

- Is accountable to the Committee.



6. WORKSHOP MANAGER/S – Woodwork & Metalwork

The main tasks/skills required of a Workshop Manager(s) are to:

- Oversee and coordinate workshop activities and administration.
- Be responsible and accountable for development and implementation of a program of ongoing maintenance of Shed assets.
- Plan and coordinate the year's maintenance activities following consultation with the Committee.
- Facilitate or arrange repairs to assets as required.
- Ensure all tasks necessary for the smooth running of the Shed are performed and/or appropriately delegated.
- Have an aptitude for management and demonstrate leadership and communication skills.
- Have technical aptitude.
- Attend committee meetings and submit reports.

Objectives

To ensure:

- The positive promotion of the Shed.
- The Shed is run efficiently administratively, financially, and socially.

Responsibilities

- Demonstrate leadership and set an example to all members.
- Troubleshoot problems and issues that may arise daily.
- Encourage participation by members in activities and fundraising.
- Coordinate Shed activities.
- Attend committee meetings and submit reports.

Relationships

- Reports to the Members and the Committee.

Accountability

- Is accountable to the Committee.



7. SPONSORSHIP AND FUNDRAISING COORDINATOR

Objective

To coordinate all fundraising activities for the Shed to ensure funds are raised to enable the Shed to operate without long-term debt.

Responsibilities

- Develop a budget for fundraising activities aimed at securing sufficient funds to meet the financial requirements of the Shed.
- Develop a proposal, for ratification by the Committee, for sponsorship packages that can be offered by the Shed to attract as broad a sponsorship as possible.
- Coordinate all sponsorship for all areas of the Shed.
- 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.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to the Committee.
- Supports any person responsible for providing services associated with fundraising or sponsorships.

Accountability

- The Sponsorship and Fundraising Coordinator is accountable to the Committee.
- The Sponsorship and Fundraising Coordinator will seek ratification from the Committee for sponsorship packages offered by the Shed and will thereafter have the authority to act within the limits of the packages without reference to the Committee.



8. WELFARE OFFICER

Objective

To implement strategies for the wellbeing of members.

Responsibilities

- Implement strategies to ensure the welfare and wellbeing of members.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to and liaises with the Committee while respecting the confidentiality of members' welfare matters.

Accountability

- Accountable to the Committee.



9. COMMUNICATION AND PUBLICITY OFFICER

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

- Develop a publicity strategy to promote the Shed.
- Develop and distribute publicity material.

Objectives

To ensure:

- Positive promotion of the Shed and member participation.
- That the Shed is portrayed effectively and positively.
- Appropriate communication to Shed supporters.
- To promote the activities of the Shed in the local media including radio, newspaper, and other mediums as appropriate.

Responsibilities

- Assist all members in promoting the Shed in the local and wider community.
- Undertake publicity tasks at the request of the Committee where required.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Committee.
- Represent the Shed at external functions.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to the Committee.

Accountability

- Is accountable to the Committee.



10. ASSET MANAGEMENT OFFICER

The main tasks required of the Asset Management Officer are:

- Oversee and coordinate the management of Shed assets including maintenance of a Register of Assets.

Objectives

To ensure:

- That the Shed's assets are stored, maintained, and cared for efficiently.

Responsibilities

- Instil a culture where members respect tools, equipment and property belonging to the Shed.
- Ensure infrastructure, tools and equipment are safe, efficient, and reliable.
- Report incidents/issues relating to assets to the committee.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to the Committee.

Accountability

- Is accountable to the Committee.



11. SOCIAL ACTIVITIES OFFICER

Objective

- To establish a broad social calendar for the year.
- Provide a range of appropriate activities for all members to enhance the appeal of the Shed.

Responsibilities

- Program and organise social events for the Shed.
- Prepare a calendar of social events that will attract the widest involvement from all members after consultation with all other committee members.
- Ensure that all social events held are at least cost neutral to the Shed.
- Attend committee meetings and submit reports when requested by the Committee.

Relationships

- Reports to the Committee.
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Shed umbrella.

Accountability

- The Social Activities Officer is accountable to the Committee.
- The Social Activities Officer will seek ratification from the 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 report to the Committee at appropriate times.