

Part 7 Office bearer duties

1 Convenor

The duties of the convenor are:

- overall leadership of the activities of the ACT Greens;
- ensuring that the decisions of meetings are acted on;
- presenting a report to the annual general meeting.

2 Deputy convenor

The duties of the deputy convenor are to assist the convenor and to act as convenor or for other office bearers during temporary absences unless a deputy is available. If the convenor resigns from the office or the office becomes vacant for any other reason, the deputy convenor must act as convenor until a new convenor is elected.

3 Secretary

The duties of the secretary are:

- preparing notices of all meetings of the ACT Greens for distribution in good time to all members;
- coordinating the correspondence of the ACT Greens and tabling correspondence at meetings as necessary;
- keeping a register of bylaws made under the constitution;
- ensuring that items of business that need to be addressed by the forum or the management committee are placed on the agenda for that meeting;
- performing the duties of the public officer.

4 Membership secretary

The duties of the membership secretary are:

- to maintain the register of members and a register of the skills and resources of all members and supporters; and
- periodically to pass on the membership register to the Australian Greens secretary.

5 Treasurer

The duties of the treasurer are:

- receiving all monies paid to the ACT Greens, issuing receipts and depositing these monies in accounts as determined from time to time by the management committee;
- ensuring that money is paid out by the ACT Greens only in accordance with decisions taken by the ACT Greens and the constitution;
- ensuring that all cheques are signed by 2 authorised members of the ACT Greens;
- submission to the last management committee meeting in a financial year of an interim overall budget for the next financial year;
- submission to the annual general meeting of a report, balance sheets and financial statements, and the submission of those particulars to the management committee, the forum and the auditor when requested;
- submission to the annual general meeting of an overall budget for the current financial year;
- preparation, as required, of amendments to the overall budget for the current financial year, and submission of those amendments to the management committee.