



**(F.T.C) Inc.**

IA 19362

**Sub Committees**

**ROLES and RESPONSIBILITIES**

**VERSION 6**  
**May 2013**

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## 1. SOUTHERN CROSS ASSOCIATION

The Southern Cross Association (FTC) Inc. was formed in March 1998 by the founding member Ian O'Connor, and consists of volunteers who raise and disperse funds for children's charities.

Although the SCA has Sub Committees located throughout Queensland and a Management Committee to oversee the running, we are all members of one association.

As an association, we are governed by legislation **Queensland Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999; Commission for Children and Young People and Child Guardian Act (2000); Commission for Children and Young People Amendment Regulations (no.1) 2006; Child Protection Act (1999); Workplace Health and Safety Act 1995 and Regulation 1997.** - [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

## 2. SUB COMMITTEES

The origin of Southern Cross Association sub committees came from the need to offer members more of a local service. Each sub committee has a cash journal, receipt book, forms such as membership, Letter of Authority, 'donation form', and an up-to-date list of current members. There may also be Southern Cross Association (FTC) Inc. merchandise.

The Southern Cross has only one bank account managed by the Southern Cross Association (FTC) Inc. Management Committee – *Association Incorporation Regulations 1999 Division 3 Section 10*. For a sub committee to open and operate a separate bank account they would need to incorporate as a branch of Southern Cross Association (FTC) Inc. - *Association Incorporation Regulations 1999 Part 9 Section 74* after receiving written agreement of the parent association Section 75 – 78 apply. Of Qld Association Incorporation Act 1981 and Association Incorporation Regulation 1999. It is each sub committee responsibility to beware of legislation obligations – obtainable from two documents the Qld Association Incorporation Act 1981 and Association Incorporation Regulation 1999.

ALL assets are owned by the Southern Cross Association (FTC) Inc. and the responsibility of the Management Committee.

### **Definition of Sub committee**

A sub committee is elected office bearers who work together within their local area to offer members/non-members a coordinated service. The sub committee is answerable to the Management Committee.

### **Responsibilities of the Sub committee**

To act within the guidelines of the Southern Cross Association (FTC) Inc. Constitution and policies. Each sub committee has a copy of the Southern Cross Association (FTC) Inc. Constitution, Workplace Health & Safety policy, Child Protect Policy & Code of Conduct and Van Policy. The Management Committee Secretary will ensure that all sub committees have all current policies and producers. Each sub committee member will be required to read all the Southern Cross Association (FTC) Inc. policies and procedures at the beginning of each term of office, or when policies have been updated

or introduced. Each sub committee member will be required to sign off that they have read and understood each document in a format supplied by the Management Committee.

### 1. COMMUNITY ACITIVITIES

These can be a variety of activities like bike shows, giving rides to the public, family days, poker runs, rallies, and gymkhanas, and sausage sizzles.

#### Fundraising

It is the responsibility of the sub committee to hold regular fundraising events. The sub committee Chairperson has the authority to issue a Letter of Authority and 'donation form' to individual members to collect prizes/donations for local events. A record of letter and donation needs to be kept. Thank you letters are to be sent by local sub committees.

All sub committees need to be aware of our constitutional guidelines when we are fundraising. All Committee members have to follow our constitution which states that we can only raise and disperse money for registered 'Children's Charities'.

#### 3. Objects

*The objects of the association are to raise money for and disperse money to children's charities by providing its members with options to attend safe, organised events such as: Motorcycling activities, Rally's, Toy runs, Poker runs, Gymkhanas*

#### Fundraising Criteria

You must check to make sure the organisation you intend to raise funds for, is in fact a registered 'Children's Charity'. If the person you speak to doesn't know, then ask them for the number of the company that does their tax and call them to clarify.

- (1) If they are a registered 'Children's Charity', you then advertise that charity's name along with who or what you are raising money for. Eg: All proceeds going to 'Name of Charity' in aid of 'Who or what you are raising money for'.
- (2) Even if you are raising money for a local child, this must go through a registered 'Children's Charity'. Southern Cross Association (FTC) Inc. cannot, and does not hand over money directly to families. Nor do we purchase things on their behalf. This all gets done through the registered 'Children's Charity'
- (3) You **must not advertise** your intentions to raise money for, or do any fundraising for any organisation that falls outside of our constitution. We are unable to assist these organisations financially under the Southern Cross Association (FTC) Inc. banner, and no money can be given to them.
- (4) It is important that the Children's Charity and any donors are made aware that the funds raised will be going to Southern Cross Association (FTC) Inc., and those funds will be donated to the Children's Charity via the Management Committee by cheque. Under no circumstances are we able to donate cash direct to the Children's Charity without it being banked by the treasurer. Most importantly, we are legally obliged to process the funds through our account for auditing purposes, but we should try to obtain some publicity when the cheque is handed over, not only for Southern Cross Association (FTC) Inc., but also for the Children's Charity.
- (5) If you wish to help out a school or the likes, then feel free to do so, but you **cannot** use the Southern Cross Association (FTC) Inc. name, or advertise the event as a Southern Cross Association (FTC) Inc. event. You will therefore be doing it on your own. The Southern Cross Association (FTC) Inc. cannot provide Public Liability, nor write cheques for these organisations.

**By failing to comply, Southern Cross Association would be in breach of the Association Act and therefore liable for fines and/or closure.**

**Fundraising procedure**

If a sub committee is approached by an individual to raise funds for their child, or a friend's child, etc. the following procedure needs to be adhered to, as we are unable to fund raise as an association for anything other than children's charities. This is part of our constitution.

1. Find out if the child or their family is part of a registered children's charity, such as SBH, Cerebral Palsy etc. If so, the sub committee should approach that organisation, and discuss that particular child's needs etc., and a decision can then be made by the sub committee whether it can assist or not.
2. If the child or family is not involved with a registered children's charity, then the sub committee should discuss with the family what groups are available for that particular child, and suggest they make an approach to the relevant group for assistance. Once the family is involved in a children's charity, the sub committee can make a decision about assistance as in 1.
3. Should there be any reason that the child or family are not happy with the children's charity, all we can do is suggest they try to find a different group, it really is nothing to do with Southern Cross Association (FTC) Inc.
4. Once a group is contacted, and the sub committee is happy to assist, a plan should be formulated by the local sub committee as to what its involvement will be, i.e. fund raising, raffles etc.
5. Any funds raised for a specific purpose, or child, should be noted as such when they are forwarded to the Management Committee treasurer for banking, and not just listed as donations. Whilst all funds are banked into the one bank account, it will assist in reconciliation if the funds are "earmarked" for a specific purpose.
6. Any queries on this procedure should be directed to the Management Committee treasurer for clarification.
7. If a registered charity approaches a sub committee to raise money for a local child, and the members of that family are unwilling to help with the fundraising efforts, Management Committee can be contact for funds to be allocated from general funds limited to \$1500.00 for that child/family. This must be passed at a general meeting of the sub committee.
8. If a registered charity approaches a sub committee to raise money for a local child, and the members of that family are willing to help with the fundraising efforts, sub committees can raise the amount specified by the registered charity for that child. This must be passed at a general meeting of the sub committee.
9. A General Purpose Permit must be obtained from the Liquor Licensing Unit at least 21 days in advance if there is to be sale of alcohol at any fundraising event.

**Bike Rides**

The following rules must be adhered to when giving rides to the public:

Only children 8 years old and older will be allowed ride on any bike or trike at any Southern Cross Association (FTC) Inc venue or event. Children under the age of 8 years will be allowed to ride in a sidecar only. This is a Department of Transport law.

A safety officer must be appointed to:

- make sure the ride route is safe and all hazards have been identified,
- ensure that the drop off/pick up zone has been sectioned off with bunting
- check that all riders have a current license,
- bike is registered and current;

- all Southern Cross Association (FTC) Inc members helping on the day with the rides will have and display a current Blue Card issued by the office of Commission for Children and Young People and Child Guardian and
- that all have signed the code of conduct agreement. A updated registered will be obtained from the Blue Card Coordinator
- that a Public Rides Risk Management form has been completed and signed by all.

If the event is a prearrange ride at a school then parent permission forms need to be completed. This is arranged by the events coordinator and the teachers.

Riders and pillions must be wearing a helmet; and riders must be riding in a manner deemed appropriate and safe by the safety officer.

All pillions must be wearing shoes and on appropriate type bike/trike (i.e. tall enough so feet are not in danger of getting caught in any part of the bike and smaller children are on a bike with back rest or with parent)

Children and adults will be advised of the procedure for mounting and dismounting at the formal induction prior to the ride commencing.

See **CHILD PROTECTION AND CODE OF CONDUCT POLICY** for full requirements for giving rides to the public and young people.

### **Annual Poker Run**

- i.) The sub committee will assist the Management Committee in the collection of donations/prizes for the Poker Run.
- ii.) A letter of Authority from the Management Committee is to be given to each person who is willing to collect donations. The letter of Authority will be event and time limited.
- iii.) Any donations/prizes collected must be accompanied by 'donation form' in order for thank you letters to be sent out on completion of the run.
- iv.) During the poker run, elected members of the sub committees will be expected to assist Management Committee from time to time.

## **4. MEETINGS**

### **Sub Committee Meetings**

- i.) Should hold monthly meetings where possible
- ii.) A quorum for sub committee meetings is two thirds of elected committee.
- iii.) Meetings must only be to decide on day to day functioning of the local area. Major issues must be taken to a local member meeting to be voted upon.
- iv.) This meeting must not take the place of a general meeting for the local members.
- v.) An election of sub committee members must be held once a year. Notice of meeting to all members in the Southern Cross Association (FTC) Inc. Newsletter.
- vi.) An elected committee member must attend 4 consecutive meetings. Failing to do so may result in removal of office as per the association's constitution *Clause 19.3.*

### **Local Members Meetings**

- i.) To hold meetings at least once every 4 calendar months. All members must be notified of an intended meeting at least fourteen days prior to the meeting via the Southern Cross Association (FTC) Inc. Newsletter or if necessary by a separate letter. If possible, an agenda should accompany this letter.
- ii.) A quorum of at least twice elected committee + 1 must be present. If the elected committee consists of Chairperson, Vice Chairperson, Treasurer, Secretary and Ride Co-ordination. This means that a quorum would be 11 members present including the committee.

### **All Meetings**

- i.) Chairperson or Vice-Chairperson must chair meetings. If neither is present, members may appoint a chair.
- ii.) Meeting Procedures Summary Format of a meeting will consist of:
  - ❖ Chairperson to open meeting
  - ❖ Apologies
  - ❖ Secretary to read previous minutes.
  - ❖ Business arising from minutes
  - ❖ Correspondence -incoming / outgoing
  - ❖ Reports - Chairperson, Treasurer etc
  - ❖ Safety report and business
  - ❖ General Business
  - ❖ Other Business.
  - ❖ Set date and time of next meeting
  - ❖ Close of meeting
- iii.) **Treasurer Report**- At every meeting, the treasurer must present a financial report with income and detail expenditure for the period between meetings. A motion needs to be moved and recorded in the minutes "I move that the financial report be accepted and that the expenditure be ratified"
- iv.) **Secretary**- At every meeting, the secretary must read out the minutes of the previous meeting. The secretary must record any discussions held, resolutions made and action needed as well as members present. The secretary must then forward minutes on to both Management Committee Secretary & Treasurer for Management records after they are sighted and signed for accuracy by the Chairperson, or Vice-Chairperson in the absence of the Chairperson. This should be forwarded within one month of the meeting being held. The secretary will deal with any incoming/outgoing correspondence.

## **5) COMMITTEE MEMBERS**

### **Chairperson's Role**

- i. Ensure that the sub committee follows and adheres to the Southern Cross Association (FTC) Inc. constitution and policies.
- ii. Ensure that sub committee meetings are held regularly and local members meetings are held at least every 4 months.
- iii. Ensure that all members have access to information on when and where meetings will be held. This can be done through the Southern Cross Association (FTC) Inc. newsletter.

- iv. Ensure that all members who attend meetings are heard with respect and issues raised have an outcome.
- v. Ensure that meetings are run effectively and all issues raised are dealt with.
- vi. Ensure that minutes, treasurers reports, merchandise reports are sent to the Management Committee and that ride calendars, meeting schedules and items for the newsletters are all completed and sent on time.
- vii. All Blue cards will be coordinated by a Management Committee appointed Blue Card Coordinator. This is necessary as Southern Cross Association (FTC) Inc. needs to have a current register of all Blue Card holders in a format as required by the Act.

Prior to an election or appointment of committee members, the chairperson needs to contact Management Blue Card Coordinator, so that correct procedures are followed.

- viii. Ensure that at the local sub committee election meeting that all documentation is present. These include financial records (cash journal and receipt book along with all correspondence), disc with forms and Southern Cross Association (FTC) Inc. pamphlets and letters, Associations Incorporation Act and Regulations copies, Roles and Responsibilities, Southern Cross Association (FTC) Inc. constitution and policies. These need to be passed on should a new committee be elected.

### **Secretary's Role**

- i.) Record the activities of all meetings in a true and accurate format. These minutes have to be read and signed by the chairperson before being forwarded onto the Management Committee Secretary with in a month of the meeting.
- ii.) Will record and table correspondence at the meeting.
- iii.) Deal with all correspondence from the meeting.
- iv.) Update committee members profile including current contact information for the website and ensure that this information is sent to Management Committee Secretary.

### **Treasurer's Role**

- i.) Ensure that the cash journal is balanced with the cash on hand and a copy is sent along with all tax invoices, banking receipts and receipt book to the Management Committee treasurer at the end of each month.
- ii.) At the beginning of each financial year a new cash journal, deposit book and receipt book will be sent from the Management Committee Treasurer. In the front of the cash journal will be a record of the requirements for financial accountability.
- iii.) At every subcommittee meeting YOU MUST submit a financial report and have all expenditure ratified by the members present, and recorded in the minutes. Your financial report can be a photo copy page of your Cash Journal. You must then move a motion that "the financial report be accepted and that the expenditure be ratified". Make sure that your secretary attaches the financial report to the minutes and records the motion in the minutes along with the seconder and that the motion has been passed.
- iv.) If you have no activity please send in a statement saying nil activity. If you choose to work some other system that is ok but you will need to send in

your end of month in the format as requested. This will make it easier for the auditor with everything in the same format and will reduce audit costs.

- v.) You may make payments of less than \$100.00 but as per Section 12 of the Association Incorporation Regulations 1999 a cheque must be made out for any amount \$100 and over which can only be done by Management Committee. This is an easy process – you contact the Management Committee Treasurer who will draw up a cheque. They will require a tax invoice. Please note this is not Management Committee being a pain but it is legislation – Section 12 of the Associations Incorporation Regulation 1999. When you need to pay prize money for an event \$100.00 or over you will need to organise a cheque from the National Treasurer.

### **Ride/Safety Coordinator**

- i.) Attend sub committee meetings. Submit a ride calendar along with any rides for the public.
- ii.) A Risk Assessment must be completed for every Southern Cross Association (FTC) Inc. public ride and event.
- iii.) Ensure that the **CHILD PROTECTION POLICY AND CODE OF CONDUCT and Workplace Health & Safety policy** is understood and signed off by all riders and helpers that are giving rides to the public.
- iv.) All completed risk assessment forms and Public ride risk management forms must be forward to Management Committee Safety Officer within a month of the event being held.
- i.) At the beginning of all rides make sure that all riders know the ride destination and that they are to ride to the conditions and their abilities.
- ii.) If unable to attend a ride make sure that someone is appointed to be the safety coordinator and that they are aware of what is required of them.
- iii.) A Safety Coordinator requires no specific health and safety experience or qualifications. They will be elected at a sub committee meeting and their functions include: advising on unsafe conditions and practices and ensuring that the Workplace Health & Safety policy is enforced.

### **Fundraising/ Merchandise Officer**

- i.) Maintain a level of merchandise stock to meet local needs.
- ii.) Complete a monthly stock take and stock order at the end of each month and email it to the Management Committee Merchandise officer.
- iii.) Failing to send a stock take at the end of each month will result in the subcommittee losing the right to hold merchandise. All merchandise will be required to be sent back to the Management Committee Merchandise officer.
- iv.) Identify new lines of merchandise that could be included in Southern Cross Association (FTC) Inc. merchandise to promote the Association.
- v.) Help with sponsorship and donations of prizes for local and Management Committee fundraisers like the Southern Cross Annual Poker Run and local events. This could include contacting local business for sponsorship of Poker Run t-shirts and prizes for raffles and giveaways etc.

## **6.) MEETING PROCEDURERS**

- i.) Introduction

The prospect of finding yourself in the unfamiliar surrounds of a meeting in progress can be quite daunting. Fear of the unknown and the lack of knowledge in correct meeting procedures have literally stopped people from taking on roles or positions on decision-making bodies. Obtaining an understanding of these procedures will allow you to break through this barrier and make a contribution to various organisations and decision-making bodies.

ii.) The Meeting

Meetings occur when groups of people gather to discuss, and try to resolve matters, which are of a mutual concern. Recommendations are made, directions given and courses of action decided. For a meeting to effectively achieve these goals, a structure needs to be in place. If a meeting has little or no structure, the results are unproductive and dissatisfying for all concerned.

iii.) The meeting Structure

**Opening the meeting....** the meeting begins after the Chairperson declares the meeting open. The meeting is unable to begin until the Chairperson declares a quorum. This means that there are enough people in attendance to allow debates to be conducted and decisions to be voted upon. If a quorum cannot be declared within 30 minutes of the meetings designated starting time, the meeting should be called again for a similar time and place a week later. The Chairperson or Vice-Chairperson must chair meeting. If neither is present, members may appoint a chair.

**Apologies...**those unable to attend. The Chairperson states the names of those members who formally notified that they were unable to attend the meeting.

**Minutes of the Previous Meeting .....** The Secretary reads the minutes of the previous meeting which are tabled making them open for discussion. The Secretary will ask the members to accept the minutes as true and correct. This will be seconded. If the members do not agree that the minutes are accurate, changes may be suggested. The Chairperson should ask the meeting to vote on those corrections. If there are only a few minor corrections, the Chairperson may ask the members to accept the minutes with the corrections. The vote to adopt the minutes can then go ahead on that basis.

**Business arising from Minutes of the Previous Meeting.....** Any Reports, pieces of information, or other matters of substance that were requested at the previous meeting are debated and a vote is taken on the appropriate action to take.

**Correspondence .....** Letters that have been sent to the meeting are tabled and discussed here. The Secretary should summaries correspondence, which covers similar issues, or expresses similar opinions and discuss them as a single issue. The Secretary presents a piece of correspondence to the meeting by putting a motion that the meeting "receives the correspondence". This is seconded by a member. This is an acknowledgment by the meeting that the correspondence has been formally received and that it may now be discussed and acted upon, if necessary. If correspondence sent to the meeting is considered offensive, the meeting can vote on a motion, "not to receive" it.

**Reports.....** written for the meeting are tabled and debated. A motion is required to be put that a report be received. This is then seconded by a member. This means that the report can now be discussed or debate may now take place on the contents and recommendations of the report. Motions are able to be put for or against the recommendations of the report or ask the author to consider further issues etc. A member of a meeting can put forward a motion to change the wording of a report.

**General Business.....** General business items are called for singly by the Chairperson and a discussion or debate follows each one. Motions that suggest methods of resolving issues are put forward and to a vote. Once the motions receive a majority, they become resolutions. Sometimes amendments to a motion are put forward. Only after the amendments are debated and voted upon can the revised substantive motion be brought to the vote. General business consists of motions that are moved and seconded by participants of the meeting. A seconder is someone who agrees that a motion should be debated.

**Any other Business.....** When all items on the agenda have been debated, the Chairperson may call for items not listed in General Business. It is at this point in time, that the members are able to raise issues they feel are important. These include any items, which are not listed on the agenda. No extremely important or complex issues should be raised unannounced during this part of the meeting. If an urgent matter must be dealt with by the meeting, the Chairperson should be informed before the meeting begins. If the Chairperson feels that any of the issues brought up for discussion are too complex or troublesome, he may call of another meeting to discuss the issue. Alternatively, put it on the agenda for the next scheduled meeting.

**Close of meeting** Once all the issues have been put forward and discussed, the Chairperson advises members of the date and time of the next meeting. The meeting is now officially closed.

## 7) **ASSET'S PROCEDURES**

### **Asset Register**

Any assets that are acquired by Southern Cross Association (FTC) Inc. are to be recorded on an asset register. This is to be kept up to date by the Treasurer of each sub committee. Copy is to be held by Management Committee Treasurer.

### **Disposal of Assets**

As assets are damaged, lost or sent to another sub committee, this then should be adjusted on the asset register. If it has been transferred it then should show where it has left one sub committee and where it has gone.

### **Distribution of Assets**

- i.) If a sub committee can or no longer wants to function or when Management Committee has deemed that a sub committee is not operating within the Southern Cross Association (FTC) Inc. guide lines the assets will be distributed by a meeting of all Southern Cross Association sub committees and Management Committee. A phone conference, Internet chat or a meeting to discuss the relocation of the assets will be held. This meeting should include all sub committee's Chairpersons and Management Committee. If a sub committee wishes to take on a defunct sub committee's assets in part or whole, they will have to put forth the reasons why they should have the assets to the meeting. The decision will be by vote and majority rules.
- ii.) Once the group has granted an asset to a sub committee the receiving sub committee is responsible for getting the new asset's to their sub committee free of charge to Southern Cross Association (FTC) Inc..

## **8.) MANAGEMENT OF SUPPORT VANS**

- i.) It is the responsibility of the Chairperson and Van Driver to co-ordinate and maintain sponsorship to cover the cost for the running of the van.
- ii.) Sponsorship for the van will be by way of paid advertisement on the van or services directly relating to the maintenance of the van. The Van Driver will liaise with the Chairperson in all matters relating to the van, maintenance and sponsorship. The Van Driver is responsible for the maintenance and the up keep as per the Van Driver's contract.
- iii.) All committee members have to read and understand the Van Policy.
- iv.) ALL sponsorship money raised for the van is to be done separately to the normal activities that raise money for the children
- iv) It is the responsibility of the chairperson to ensure all rules for the van are adhered to.
- v) ALL CHAIRPERSONS SHOULD REMEMBER THAT THE MAIN AIM OF THE VAN IS THAT "IT IS HERE TO HELP NOT COST".
- vi) If a sub-committee is misusing a van or costing S.C.A. money over a continued period of time the Management committee has the right to call a meeting with the Chairperson to discuss the future of the van in that area.
- vii) Should the appointed Van Driver not be available for an event, the Chairperson will coordinate an alternative driver who must be over 25 years old, and have held an open C class manual driver's licence for the preceding 2 years and have signed the Van Driver's Contract.

## **9.) Forms LETTER OF AUTHORITY**

TO BE PRINTED ON CURRENT SCA LETTERHEAD SUPPLIED BY THE MANAGEMENT COMMITTEE SECRETARY..

Date: .....

**To Whom It May Concern:**

This letter serves to introduce ..... *name*..... , who is authorised to collect goods and donations on behalf of the Southern Cross Association (FTC) Inc., for our .....*details of event*,... , to be held on .....*date*..... . Not only will ....*name*.... be carrying this letter, but also will have Southern Cross Association (FTC) Inc. brochures with more information about our association for you.

Should you require any more information, or to confirm details please do not hesitate to contact me using the details below.

Any assistance you may be able to give us will be appreciated.

Yours sincerely,

.....  
Chairperson  
.....*Area*.....  
Southern Cross Association (FTC) Inc.  
.....Chairperson's Contact Details.....

**SOUTHERN CROSS ASSOCIATION DONATIONS**

<u>COMPANY</u>	<u>ADDRESS</u>	<u>CONTACT</u>	<u>DONATION</u>

**Collected by:..... Date:.....**

