

ROLES DESCRIPTION 2024

The following applies to all Management Committee roles.

Attributes

- Interest in French language and culture
- Awareness and readiness to implement Alliance Française Sunshine Coast mission
- Basic financial literacy
- Ability to work well with other Management Committee members - Time Commitment Required
- Regular attendance at Management Committee meetings (on average 4 meetings annually)
- Attendance at events as per personal availability (on average 30 events annually)
- Approximate 3 hours per month for Committee duties (General Committee Members) and 5 hours per month (Office Bearers)

Duties

Alliance Française Sunshine Coast Management Committee members have the following duties:

- Act in good faith and for a proper purpose
- Act with reasonable care, skill and diligence
- Not misuse information or position, and
- Disclose and manage conflicts of interest

General Management Committee Member - Responsibilities

- Provide advice, opinions and independent judgment to inform decisions from Committee and teaching staff
- Volunteer time and skills in organising and promoting events
- Attend and participate in committee meetings as per personal availability
- Understand the business of the organisation and being aware of key developments
- Attend the Annual General Meeting

President - Responsibilities

- Oversee the general performance of the Committee
- Ensure information about the financial performance of the organisation flows to the Committee
- Ensure a Committee Member or a Member of the Staff is responsible for liaising with ATO and OFT
- Establish and maintain systems for information flows to the Committee.
- Represent the Committee and the organisation to the public as required
- Attend and chair Committee meetings
- Make recommendations to the Committee about the prudent management of Committee matters
- Act as a signatory for the Association in all legal purposes and financial purposes
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 - ◆ the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - ◆ goals and relevant strategic and business plans are developed in order to achieve the goals of the Association.
 - ◆ Communicate regularly with other Alliance Françaises, Foundation of Alliances Françaises, French Embassy, local key stakeholders.

Secretary – Responsibilities

- Keep minutes of:
 - ◆ all elections and appointments of Committee Members and of office-bearers;
 - ◆ the names of Committee Members present at a committee meeting and of all members present at a general meeting; and
 - ◆ all proceedings at Committee meetings and general meetings.
 - ◆ Arrange the signature and filing of approved minutes
 - ◆ Develop and distribute the agenda prior to Committee meetings and general meetings

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- ◆ Ensure that the records of the Association are maintained as required by law and are organised
- ◆ Manage the general correspondence of the Committee except for such correspondence assigned to others
- ◆ Supervise members database.

Treasurer - Responsibilities

- Ensure that collection and receipt of all moneys due to the Association and all payments authorised by the Association are managed adequately.
- Keep correct accounts and records showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association
- Prepare and present to the Committee budgets for specific initiatives
- Support any required auditing processes
- Set yearly membership fee
- Be a signatory on bank account
- Oversee and recommend to the Committee any investments needed.