

**MAGNETIC ISLAND RSL SUB-BRANCH INC**  
**POSITION DESCRIPTIONS & DUTY STATEMENTS**



**THE BOARD**

**President**

*BOARD MEMBER elected by members at Sub-Branch AGM.*

*ROLE: To lead the Sub-Branch and oversee all aspects of its activities.*

- Chair all meetings.
- Develop and lead the Sub-Branch in matters of policy.
- Host/attend official functions on behalf of the Sub-Branch.
- Attend District meetings as Board Member for NQ District.
- Manage sponsorship proposals.
- Make presentations as appropriate.
- Oversee the co-ordination and management of major activities and events of the Sub-Branch, including commemorative activities.
- In conjunction with the Secretary, ensure compliance with all legal requirements for the Sub-Branch.
- Attend and present report to each Board meeting.
- Present Annual Report at AGM.

**Vice President**

*BOARD MEMBER elected by members at Sub-Branch AGM.*

*ROLE: To assist the President and perform such additional duties as may be delegated.*

- Deputise for and assist President as required.
- Assist President in hosting official functions.
- Undertake any duties delegated by President.
- Undertake planning and development for future needs of the Sub-Branch.
- Manage disciplinary processes in accordance with Constitution and maintain appropriate records.
- Manage public relations and promotions for the Sub-Branch, including flyers, notices, newsletters, listings on community internet sites and Sub-Branch website.
- Maintain displays of memorabilia in Memorial Hall, including in display cabinet.
- Maintain Sub-Branch honour boards.
- Attend and present report to each Board meeting.

**Secretary**

*BOARD MEMBER elected by members at Sub-Branch AGM (or may be appointed/employed and not a Board Member).*

*ROLE: To manage all administration for the Sub-Branch.*

- Act as point of contact for the Sub-Branch and respond to enquiries, as required.
- Receive, maintain and respond to correspondence.
- Advise Board of date, time and agendas for all meetings.
- Take minutes of all meetings.
- Prepare correspondence list for each Board Meeting.
- In conjunction with the President, ensure all legal requirements for the Sub-Branch are adhered to – Australian Tax Office, Office of Fair Trading, RSL Queensland, Townsville City Council, Office of Liquor, Gambling and Racing, Workplace Health & Safety, property ownership, Queensland Police Service.
- In conjunction with President. co-ordinate and manage all commemorative activities.
- Supervise the administrative work of the Office Manager.
- Develop and maintain policies and procedures for the management of the Sub-Branch.
- Ensure equipment and facilities are maintained in good working order.
- Prepare and submit nominations for Life Membership to District Office.
- Maintain Sub-Branch photographs in electronic form.
- Submit returns to the Office of Fair Trading annually and in event of change to Constitution and Board.
- Maintain Sub-Branch notice board.

- Order commemorative items for sale as required.
- Assist where required with membership administration, including usage of MMS.
- Liaise with market stall holders as required.
- Attend and present report to each Board meeting.
- Submit Activity Log and other statistics to District Office after each Board Meeting.

### **Treasurer**

*BOARD MEMBER elected by members at Sub-Branch AGM.*

*ROLE: To manage all financial administration for the Sub-Branch.*

- Manage all financial records and transactions.
- Prepare all employees' wages and maintain wages book.
- Supervise the financial work of the Office Manager.
- Authorise payments by cheque and electronic funds transfer by approved methods.
- Make recommendations to the Board for charitable donations.
- Attend and present monthly report to each Board meeting.
- Present audited balance sheets and financial statements to AGM.

### **Membership Officer**

*BOARD MEMBER elected by members at Sub-Branch AGM.*

*ROLE: To manage all aspects of membership for the Sub-Branch*

- Receive, receipt and process all applications for membership.
- Manage all membership renewals and transfers.
- Maintain accurate Sub-Branch membership records on MMS and in hard copy as required.
- Liaise with District Office as required on all matters concerning membership.
- Provide list of current members to Bar Manager and other Board members as required.
- Recruit new members.
- Attend and present report to each Board meeting.

### **Welfare Officer**

*BOARD MEMBER elected by members at Sub-Branch AGM.*

*ROLE: To provide welfare advice and assistance to eligible veterans and their families.*

- Undertake training courses as required, to understand the Repatriation system and to understand and interpret relevant laws and regulations.
- On behalf of the Sub-Branch, provide support and welfare services to Island veterans and their families, including visiting sick or frail veterans/widows at their home, hospital, Nursing Home or supported residential service, and weekly telephone support service for sick or frail veterans or widows.
- Maintain confidential records of welfare activities as required.
- Liaise with external agencies for welfare services where appropriate
- Make recommendations to the Board for financial and other assistance to members and their families.
- Attend meetings as required.
- Abide by the RSL and TIP (Training and Information Programme) Code of Ethics as adopted by the Magnetic Island RSL Sub Branch
- Organise and/or conducting funeral rituals for RSL members - the RSL segment of the funeral service.
- Make periodic application to Sub-Branch for continuation of appointment as Welfare Officer.
- Attend and present report to each Board meeting.

### **All Committee Members**

- Attend RSL events including, where possible, routine events, commemorative events and special functions.
- Assist with organisation and fundraising for all commemorative events.
- Liaise with Sub-Branch members and the public to present a positive image of the RSL Sub-Branch.
- Undertake training courses as required.
- Comply with all legal requirements for the Sub-Branch.
- Liaising with other Board members and staff to ensure effective communication.
- Make recommendations for continuous improvement of the Sub-Branch and its operations.

- Assist and support other Board members and staff in the execution of their responsibilities.
- Assist where possible in the maintenance of the Sub-Branch facilities and equipment.
- Submit Activity Log statistics for each Board meeting.
- Order equipment and services as agreed by the Board – office equipment and supplies, hardware and maintenance equipment, uniforms, T-shirts for sale, memorabilia.
- Contribute to planning and development activities for the Sub-Branch.
- Collect orders for alcohol and other supplies from Townsville as required.

## **SUB-COMMITTEES AND OTHER VOLUNTEERS**

### **Citizens' Auxiliary**

*SUB-COMMITTEE of Social Members elected by Sub-Branch Social Members.*

*ROLE: To support the activities of the Board and the Sub-Branch*

- Provide support for the operations and events of the Sub-Branch.
- Organise fund-raising activities for the Sub-Branch.
- Organise social events for the Sub-Branch, including catering where appropriate.
- Provide laundering of linen for Sub-Branch events.
- Purchase supplies as required for the above operations.
- Liaise with Board on any issues requiring attention
- Assist the Board to conduct publicity for the Sub-Branch.
- Attend CA meetings.
- Attend Board meetings where appropriate.
- Present report to each Board meeting, including CA Activity Log statistics.

### **History Officer**

*VOLUNTEER appointed by the Board*

*ROLE: to record the history of the RSL Sub-Branch*

- Maintain a pictorial and written history of the Association.
- Archive documents and other items relevant to the Sub-Branch history.

### **Flag Officer**

*VOLUNTEER appointed by the Board*

*ROLE: To manage the appropriate use of flags by the Sub-Branch for ceremonial and other occasions.*

- Ensure flags and flagpoles are maintained in good condition.
- Organise the raising and lowering of flags at Island venues as required for events and observing accepted protocols.

### **Photographer**

*VOLUNTEER appointed by the Board*

*ROLE: To provide photographs to enhance the history of the Sub-Branch.*

- Attend official functions and events as required and photograph those functions and events.
- Provide digital copies of photographs to the Sub-Branch.

### **Delegate and Alternate Delegate**

*MEMBER appointed by the Board*

*ROLE: To represent the Sub-Branch and its policies at District, State and other meetings as required.*

- Attend District and State meetings as required as Sub-Branch representative and spokesperson.
- Provide written reports on meetings to Sub-Branch Board.

## **EMPLOYEES**

### **Office Manager**

*EMPLOYEE appointed by the Board.*

*ROLE: To provide administrative support for the Board and in particular the Secretary and Treasurer, and to support the activities of the Sub-Branch.*

- Collect mail from PO Box regularly.
- Distribute mail (hard copy and electronic) as required, ensuring copy for Secretary.
- Respond to routine correspondence.
- Manage bookings for Memorial Hall.
- Liaise with Treasurer to maintain all financial records (accounts/invoices, cash receipts books, cash payments books, petty cash).
- Receipt all monies and bank within seven days.
- Receive and pay all accounts as approved by the Board.
- Authorise electronic funds transfer by approved methods.
- Issue tax invoices as required.
- Balance monies received from receipts, and balance cashbooks to bank statements.
- Prepare cashflow reports for each Board Meeting.
- Prepare books for auditors and organise printing and distribution of financial statement.
- Prepare documentation for PAYG tax, GST, superannuation, worker's compensation and any other legally-required payments.
- Liaise with Board on any issues requiring attention.
- Undertake training as Registered Food Supervisor and act in that capacity when required.
- Undertake training as Approved Manager for Liquor Licensing and act in that capacity when required.

### **Bar Manager**

*EMPLOYEE appointed by the Board (currently the Office Manager)*

*ROLE: To provide opportunities for liquor sales to members in accordance with regulations and to support the activities of the Sub-Branch.*

- Order bar stock (alcohol, soft drinks, ice).
- Restock fridges prior to events.
- Conduct quarterly stocktakes.
- Organise and supervise assistants.
- Receive payments from kitchen and markets.
- Deposit bar and other takings as required, maintaining accurate records.

### **Bar Staff**

*VOLUNTEERS appointed by the Board.*

*ROLE: To provide responsible alcohol to Sub-Branch patrons and to support the activities of the Sub-Branch.*

- Undertake training in Responsible Service of Alcohol.
- Ensure compliance with Liquor Licensing laws on issues such as dress, behaviour, liquor sales, intoxication, age limits, hours of operation, signage, maintenance of registers.
- Serve bar.
- Restock fridges as required
- Set up Memorial Hall for events and clear away afterwards, ensuring Hall is ready for next usage.
- Put out tables, chairs and bins in outside area for events and pack away after event.
- Maintain cleanliness of outside area, including clear and clean tables as required, deal with rubbish.
- Supervise outside area during events and report problems to Board Member.
- Maintain cleanliness of bar area, storeroom and all equipment.
- Operate TV/AV equipment as appropriate, including The Ode at 6pm.
- Liaise with guests as potential members and provide information as required.
- Act as first point of contact for queries from members and the public.
- Be familiar with 'Procedures for Bar Volunteers'.
- Reconcile takings at end of trading.
- Liaise with Board Members on any issues requiring attention.