

**STATEMENT OF DUTIES**  
**FOR THE BOARD OF DIRECTORS AND OTHER VOLUNTEERS**  
**AT THE MAGNETIC ISLAND RSL SUB-BRANCH**

**PRESIDENT**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To oversee all aspects of the Sub-Branch and provide leadership and support to guide the future development of the Sub-Branch*

- Chair Sub-Branch meetings.
- Develop and lead the Sub-Branch in matters of policy.
- Manage relationships with District.
- Attend District and State meetings as required as Sub-Branch representative and spokesperson.
- Host/attend official functions on behalf of the Sub-Branch.
- Provide the Board with reports on meetings and other activities.
- Manage sponsorship proposals.
- Make presentations as appropriate.
- Oversee the co-ordination and management of major activities and events of the Sub-Branch.
- In conjunction with the Secretary, ensure compliance with all legal requirements for the Sub-Branch.
- Support and assist other Directors in the execution of their duties.
- Present report at Board meetings.
- Present Annual Report at AGM.
- Submit personal Activity Log for each Board Meeting.

**DEPUTY PRESIDENT**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To assist the President to oversee all aspects of the Sub-Branch, deputising where required, and provide leadership and support to guide the future development of the Sub-Branch*

- Deputise for President, as required, to:
  - chair Sub-Branch meetings
  - manage relationships with District.
  - attend District and State meetings as required as Sub-Branch representative and spokesperson.
  - host/attend official functions on behalf of the Sub-Branch.
  - present report at Board meetings.
  - oversee the co-ordination and management of major activities and events of the Sub-Branch.
  - make presentations as appropriate.
  - ensure compliance with all legal requirements for the Sub-Branch.
  - manage sponsorship proposals.
- Liaise with President on matters of Sub-Branch policy.
- Manage grants:
  - Research options, bringing proposals to Board for ratification.
  - Submit applications.
  - Organise completion of tasks involved in the grants.
  - Acquit the grants.
  - Liaise with Treasurer as required.
- Support and assist other Directors in the execution of their duties.

- Submit personal Activity Log for each Board Meeting.

### **VICE-PRESIDENT**

*DIRECTOR elected by members at Sub-Branch AGM.*

*ROLE: To assist the President to oversee all aspects of the Sub-Branch, deputising where required, and to manage Public Relations of the Sub-Branch.*

- Deputise for President/Deputy President as required.
- Manage Public Relations of the Sub-Branch.
  - Write newsletters for members and visitors.
  - Submit copy to relevant newspapers, liaising with Treasurer on potential costs.
  - Maintain the Sub-Branch's Facebook page.
- Support and assist other Directors in the execution of their duties.
- Submit personal Activity Log for each Board Meeting.

### **SECRETARY**

*DIRECTOR 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/redirect enquiries, as appropriate.
- Documentation:
  - Develop and maintain policies and procedures for the management of the Sub-Branch.
  - Manage and maintain Constitution and policy/procedures documents.
  - Manage legal contracts, eg kitchen hire.
  - Write official mail (with Assistant Secretary).
- Compliance:
  - 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.
  - Manage OFT licensing and annual return.
  - Manage OLGR licensing.
  - Report annually on Sub-Branch activities to District and ACNC.
- Meetings:
  - Organise meetings (Board, General, AGM).
  - Advise Board of date, time and agendas for all meetings.
  - Present report at Board meetings.
  - Take minutes of all meetings.
  - Submit personal Activity Log for each Board Meeting.
- Authorise Payments as Signatory 2.
- Supervise the administrative work of the Office Manager.
- Liaise with Director Commemorations to support commemorative activities.
- Liaise with Director Maintenance & Development to ensure equipment and facilities are maintained in good working order.
- Liaise with Director Maintenance & Development and IT Contractor, as required, on all matters relating to the Sub-Branch's computer systems.
- Prepare and submit nominations for Life Membership to District Office.
- Submit personal Activity Log for each Board Meeting.

## **ASSISTANT SECRETARY**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To support the activities of the Secretary*

- Manage Activity Logs:
  - Collect logs at regular intervals.
  - Enter data on master log.
  - Provide activity summary for annual ACNC return.
- Manage key register:
  - Issue keys to approved persons.
  - Receive returned keys, reminding key-holders as required.
- Manage membership:
  - Manage all membership applications, renewals and transfers.
    - Receive, receipt and process all applications for membership.
    - Maintain accurate Sub-Branch membership records on MMS and local database.
    - Maintain list of member emails.
    - 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.
    - Present Membership Report at Board meetings, recording new members to the Board for approval.
- Manage mail
  - Check Post office box and emails regularly.
  - Scan and save all important incoming mail.
  - Receive, maintain and respond to correspondence.
  - Update mail register.
  - Distribute mail and emails as appropriate.
  - Manage electronic and hard-copy filing and archiving systems.
  - Prepare correspondence list for Secretary for each Board Meeting.
- Maintain Sub-Branch photographs in electronic form.
- Maintain Sub-Branch notice board.
- Submit personal Activity Log for each Board Meeting.

## **TREASURER**

*DIRECTOR elected by members at Sub-Branch AGM*

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

- Manage all financial records and transactions.
  - Manage income, expenditure and write relevant reports.
  - Authorise Payments as Signatory 1.
  - Prepare employees' wages and maintain wages book.
  - Make recommendations for Welfare spending.
  - Make recommendations to the Board for charitable donations.
  - Organise annual audit.
  - Present audited balance sheets and financial statements to AGM.
- Prepare reports for Board Meetings.
- Manage insurances as required – public liability, building and contents, personal.
- Manage grants.
- Supervise the financial work of the Office Manager.
- Attend and present monthly report to each Board meeting.
- Submit personal Activity Log for each Board Meeting.

## **DIRECTOR WELFARE**

*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.
- Abide by DVA's approved welfare training through ADTP (Advocacy Training and Development Program).
- Ensure welfare qualifications are current.
- 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.
- Organise and/or conduct funeral rituals for RSL members (the RSL segment of the funeral service).
- Attend welfare support meetings as required.
- Present report to each Board meeting.
- Submit personal Activity Log for each Board Meeting.

## **DIRECTOR VOLUNTEERS & FUNCTIONS**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To manage and support all Sub-Branch volunteers, and to manage all functions of the Sub-Branch at the Memorial Hall and elsewhere, as required*

- Manage Volunteers:
  - Manage bar staff.
  - Compile bar roster.
  - Provide procedures for bar staff (Procedures for Bar Volunteers/Bar Handbook).
  - Support staff to ensure compliance with regulations and procedures.
  - Organise annual recognition of outstanding volunteers.
- Manage functions:
  - Manage functions held at the Memorial Hall.
  - Manage Markets.
  - Liaise with market stall holders as required.
  - Ensure food stalls have appropriate licences.
  - Manage use of Hall by RSL and by hirers.
  - Report equipment deficiencies to Director Maintenance & Development.
- Manage bar:
  - Order bar stock (alcohol, soft drinks, ice).
  - Restock fridges prior to events.
  - Conduct quarterly stocktakes.
  - Receive payments from kitchen and markets, where required.
  - Co-ordinate deliveries of alcohol and other supplies from Townsville as required
- Liaise with other Directors as required to ensure smooth running of volunteers and functions.
- Submit personal Activity Log for each Board Meeting.

## **DIRECTOR MAINTENANCE & DEVELOPMENT**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To manage all aspects of maintenance of the Memorial Hall and its grounds, and any future proposed developments to the Hall and the grounds*

- Maintain Memorial Hall.
- Maintain grounds (includes liaison with Contractor).
- Liaise with tradesmen and contractors.
- Maintain Fire Safety system.
- Maintain Asbestos Register.
- Manage Pest Control systems.
- Manage Risk Management system/OH&S.
- Maintain equipment in Memorial Hall and grounds.
- Present report at Board Meetings.
- Submit personal Activity Log for each Board Meeting.

## **DIRECTOR COMMEMORATIONS**

*DIRECTOR elected by members at Sub-Branch AGM*

*ROLE: To organise all aspects of commemoration for the Sub-Branch*

- Co-ordinate all aspects of the Sub-Branch's ANZAC Day service and events:
  - Organise volunteers and delegate tasks as required.
  - Liaise with Island and mainland agencies as required.
  - Use standard ANZAC Day task list to ensure all activities are completed.
  - Report to the Board on progress.
- Co-ordinate all aspects of the Sub-Branch's Remembrance Day service and events:
  - Organise volunteers and delegate tasks as required.
  - Liaise with Island and mainland agencies as required.
  - Use standard Remembrance Day task list to ensure all activities are completed.
  - Report to the Board on progress.
- Manage memorabilia and displays:
  - Keep a record of all items of military memorabilia owned by the Sub-Branch.
  - Renew the display in the display cabinet at least annually.
- Manage commemorative merchandise:
  - Purchase items for sale as required, eg poppies and badges.
  - Organise for sale of these items to the public for ANZAC and Remembrance Days, and other days as appropriate.
  - Ensure takings are collected and banked.
- Advise Sub-Branch representatives (President, Deputy President, Vice-President) of commemorative functions of other organisations, for representation at those events, if required.
- Present report at Board Meetings.
- Submit personal Activity Log for each Board Meeting.

## **OFFICE ADMINISTRATOR**

*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*

- Maintain office systems and storage.
- Manage bookings for Memorial Hall.
- Manage phone messages.
- Manage banking:
  - Reconcile MYOB entries.
  - 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.
- 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.
- Liaise with Board on any issues requiring attention.

## **ALL DIRECTORS**

- Comply with all Policies and Procedures of the Magnetic Island RSL Sub-Branch.
- 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.
- Liaise with other Board members and staff to ensure effective communication.
- Contribute to planning and development activities for the Sub-Branch.
- 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.
- Order equipment and services as agreed by the Board – office equipment and supplies, hardware and maintenance equipment, uniforms, T-shirts for sale, commemorative merchandise.
- Submit personal Activity Log statistics for each Board meeting.

## **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.
  - Conduct weekly raffles for fund raising.
  - Organise social events for fundraising, including catering where appropriate.
  - Provide laundering of linen for Sub-Branch events.
  - Clean the Memorial Hall weekly, or as required.
- Liaise with Social Members re activities of the Sub-Branch.
- Liaise with Board on any issues requiring attention.
- Attend Board meetings where appropriate.
- Present report to each Board meeting, including CA Activity Log statistics.
- Conduct an Annual General Meeting for election of office-bearers and general business.

## **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.
- Liaise with other Directors as required, eg for photographs of commemorative activities and functions.

NOTE: The current History Officer is James Davis.

## **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.

NOTE: The current Flag Officer is James Davis.

## **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.

NOTE: The current Sub-Branch Photographer is Geoffrey Barlow.

## **BAR STAFF**

*VOLUNTEERS appointed by the Board*

*ROLE: To provide responsible service of 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/Bar Handbook
- Reconcile takings at end of trading.
- Liaise with Board Members on any issues requiring attention.

## **CONTRACTORS**

*COMMERCIAL ENTITIES engaged by the Board*

*ROLE: To provide certain specialist functions for the Sub-Branch*

- Grounds:
  - Maintain grounds, including lawns, gardens, irrigation and other equipment
  - Liaise with Director Maintenance & Development as required.
- IT Systems:
  - Manage the Sub-Branch's IT system, including:
    - computers and printers
    - AV equipment
    - surveillance system.
  - Manage Sub-Branch website.\*
  - Liaise with Vice-President, Secretary and/or Office Manager as required.

\* It may be preferable to have the Secretary, Assistant Secretary or Office Administrator perform this function, depending on aptitude and experience.