

Role	Responsibility
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Chairing accord meetings ensuring that they are run efficiently and effectively</li> <li>• Act as a signatory for the accord in all legal purposes and financial purposes</li> <li>• Regularly focus the accord's attention on matters of accord governance that relate to its own structure and role</li> <li>• Periodically consult with accord executive on their role, to see how they are going and help them to optimise their contribution</li> <li>• Work with the accord executive to ensure:               <ul style="list-style-type: none"> <li>○ the necessary skills are represented on the executive and that a succession plan is in place to help find new executive members when required</li> <li>○ goals and relevant strategies and business plans are developed in order to achieve the goals of the accord</li> </ul> </li> <li>• Serve as a spokesperson for the accord when required</li> <li>• Communicate regularly and systematically with the members of the accord</li> <li>• Assist in the development of partnerships with sponsors, funding agencies, local and state government, and organisations that are relevant to the goals of the accord</li> <li>• Participate in the creation and maintenance of succession plans</li> <li>• Facilitate succession process when a member leaves the Executive Committee</li> </ul>
<b>Vice-Chair (optional role)</b>	<ul style="list-style-type: none"> <li>• In the event of the Chair being unable to fulfill their duties, the Vice-Chair can fulfill the Chair's role</li> <li>• In the absence of the Chair, chair accord meetings ensuring that they are run efficiently and effectively</li> <li>• Be an alternate signatory for the accord for legal purposes and financial purposes</li> <li>• Assist the Chair in deciding which matters are dealt with by the Executive, the full accord and delegated to sub-committees</li> <li>• Coordinate accord planning to ensure appropriate plans are developed, presented to and reviewed by the executive, and enacted as required</li> <li>• Represent the accord at meetings and forums as agreed with by the Chair</li> <li>• Support the succession planning process when a member leaves the Executive Committee</li> <li>• Other duties as nominated by the Chair and/or executive</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Maintain records of the accord and ensure effective management of records</li> <li>• Manage minutes of accord meetings, including recording the minutes, and ensuring minutes are distributed to members shortly after each meeting and within 14 days</li> <li>• Development of the agenda in consultation with other executive members and distribution prior to the meeting</li> <li>• Sufficiently familiar with all current accord documents to note applicability during meetings</li> <li>• Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements</li> <li>• Enable and authorise people to help with the executive's business; this includes signing a copy of the final approved minutes and ensuring that the signed copy is maintained</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the records of the accord are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of members, meeting minutes, financial reports, and other official records</li> <li>• Ensures that official records are maintained of members of the Club and Committee. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.</li> <li>• Provide an up-to-date copy of the Constitution and accord terms at all meetings</li> <li>• Manage the general correspondence of the accord except for such correspondence assigned to others</li> <li>• Help and lead the accord in providing systematic communication from the executive to accord members and other relevant stakeholders</li> <li>• Support the succession planning process when a member leaves the Executive Committee</li> </ul>
<b>Coordinator</b>	<ul style="list-style-type: none"> <li>• The Coordinator is typically a mix of the Secretary and Chair roles</li> <li>• Some accords use this position as their membership coordinator (to drive membership, keep members engaged, engage with licensees who have a condition to be part of the accord on their license etc.)</li> <li>• Represent the accord at meetings and forums as agreed with by the Chair</li> <li>• Other duties as nominated by the Chair and/or executive</li> <li>• Support the succession planning process when a member leaves the Executive Committee</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Provide advice to the executive in their management of the accord finances</li> <li>• Administer all financial affairs of the accord</li> <li>• Lead the annual budget process and ensure an appropriate annual budget is provided to the executive for approval</li> <li>• Ensure development and executive review of financial policies and procedures</li> <li>• Support any required auditing processes</li> <li>• Receipt of all incoming monies</li> <li>• Bank all monies received</li> <li>• Pay all accounts</li> <li>• Maintain accurate records of all income and expenditure</li> <li>• Ensure that all receipts and payments concur with bank deposits and withdrawals</li> <li>• Regular financial reports – present at accord meetings</li> <li>• Arrange and despatch invoices for periodical payment</li> <li>• Issue yearly membership fee</li> <li>• Keep accurate record of all membership payments</li> <li>• Be a signatory on club account</li> <li>• Support the succession planning process when a member leaves the Executive Committee</li> </ul>
<b>Accord executive member</b>	<ul style="list-style-type: none"> <li>• Executive members are typically a mix of all of the above</li> <li>• Represent the accord at meetings and forums as agreed with by the Chair</li> <li>• Other duties as nominated by the Chair and/or executive</li> <li>• In some instances, the accord executive members might also form the BFOBFA (multi-venue barring) review panel</li> <li>• Support the succession planning process when a member leaves the Executive Committee</li> </ul>