



# A.C.T. JUSTICES OF THE PEACE ASSOCIATION, INC.

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## Executive Committee Roles

### Introduction

The affairs of the ACT Justices of the Peace Association (the Association) are, like most incorporated associations, managed by a committee, in our case known as the Executive Committee. The Executive Committee may exercise the powers and functions of the Association, subject to the *Associations Incorporation Act 1991*, the *Associations Incorporation Regulation 1991* and the rules of the Association.

The rules of the Association are set out in the Constitution, and include (among other things), the membership and powers of the Executive Committee.

This document has been prepared as a guide to the roles, responsibilities, and expectations of members of the Executive Committee of the Association. It does not seek to document these matters in detail, but rather outlines those matters which, by virtue of the relevant legislation, better management practice, and/or custom of the Association, are seen as important.

### Responsibility and accountability

The Executive Committee is ultimately responsible for the operation of the Association. This includes following, interpreting and enforcing the Association's rules and making sure the Association complies with all relevant legislation.

Members of the Executive Committee have a 'duty' to the Association to act in good faith and in the best interests of the Association.

The Executive Committee has a duty of care to ensure that its activities and the activities of the Association are conducted with reasonable care, skill and diligence.

All Committee members must ensure they:

- are aware of their responsibilities under the relevant incorporating legislation and common law;
- put the interests of the Association above all else;
- act in all instances with due care and integrity, as befits a Justice of the Peace;
- avoid any conflict of interest by being up-front about likely conflicts and withdrawing from any discussion or decisions where this is an issue;
- do not gain in a personal way from being a committee member; and
- do not divulge any confidential information outside of the appropriate forum.

### Expectations

The Executive Committee is entrusted by the Association's members with the proper management of the Association. In seeking appointment to the Executive Committee, members acknowledge they have a responsibility to meet the reasonable expectations of the Association's members. In this regard, Executive Committee members should:

- commit to the role of Executive Committee member;

- understand how the Association works, including the Association's goals, values and services;
- be familiar with the Constitution and the Association's responsibilities in regards to legislation and finances;
- take responsibility for particular areas of work which may mean involvement in sub-committees;
- regularly attend Executive Committee meetings;
- keep up to date by reading the minutes, reports and any other necessary meeting papers;
- try to be as active as possible in decision making;
- be active in planning for the future direction of the Association;
- be faithful and supportive of the Association in the eyes of the public; and
- regularly attend the Association's functions and represent the Association at external functions.

## **President**

The President is the formal 'voice' of the Association and is responsible for the overall governance of the Association and coordination of the Association's activities. The President's role includes:

- providing leadership and strategic direction for the Association and the Executive Committee;
- ensuring the Association is run according to its rules, and any resolutions or plans have been agreed by the Executive Committee;
- initiating projects;
- overseeing activities and projects;
- chairing meetings;
- signing documents on behalf of the Association;
- resolving disputes and grievances;
- ensuring all relevant information is made available to Committee and Association members; and
- representing the Association at external meetings and events.

## **Vice-President**

The Vice-President provides general support to the President and the Executive Committee.

In the President's absence, the Vice-President will usually represent the Association and preside over meetings.

## **Secretary**

The Secretary is arguably the most fundamental and busiest position on the Executive Committee.

The Secretary is generally responsible for day-to-day administrative tasks, which include:

- ensuring all correspondence and official records of the Association are up to date, accurate and in order;
- attending to correspondence, including completing any actions arising from a meeting that require correspondence;
- bringing urgent matters to the attention of the President, Vice-President or Treasurer if necessary;
- assisting the President to organise all meetings of the Association, including Committee meetings, Special and Annual General Meetings, and Members' Seminars;
- assisting the President to prepare meeting agenda;

- sending out notices for meetings, and ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed to all relevant parties;
- ensuring accurate and appropriate minutes of all meetings of the Association are taken and maintained;
- working with the Chair/President to ensure the meeting runs smoothly, and information for the Committee and from the Committee is dealt with in an efficient manner;
- taking a key role in organising activities and events;
- coordinating the preparation, production, and distribution of communications with the Association's members, including the journal Justice Matters, JP Updates, and other notices and advices; and
- managing and maintaining the Association's internet site.

## **Treasurer/Registrar and Public Officer**

The Treasurer/Registrar is another fundamental position within the Executive Committee. The role has three key components; Treasurer, Registrar, and Public Officer.

As **Treasurer**, the primary responsibility is to manage the finances of the Association. This involves:

- maintaining all financial records, including receipts, invoices, and statements;
- preparing and managing the budget and allocating funds as agreed by the Executive Committee;
- monitoring the income and expenditure of the Association;
- making payments and bank deposits, and ensuring all payments are approved by the Executive Committee and recorded in the minutes;
- keeping Committee members informed of the financial position of the Association;
- providing financial and investment advice;
- preparing and presenting financial statements to the Annual General Meeting;
- developing budgets for new projects;
- representing the Association on funding applications.
- keeping and maintaining an asset register for the Association; and
- managing the petty cash balance and ensuring the petty cash book is kept up-to-date.

As **Registrar**, the role involves:

- maintaining the register of members and making it available to members to inspect.

As **Public Officer**, the role involves:

- meeting requirements of the relevant legislation and regulations regarding the receipt from, and provision of information and returns to, the ACT Office of Regulatory Services (ORS), in particular, notifying the ORS of any changes in the official affairs of the Association and its financial position.

## **Ordinary Executive Members - General Positions**

Ordinary Executive Members will provide assistance to the Executive Committee office-bearers when required/requested.

Committee Members will typically take responsibility for particular areas of work, which may mean involvement in sub-committees appointed by the Executive from time to time to promote the work of the Association or to work on special projects.