

MVCF Executive Committee

The Molonglo Valley Community Forum (MVCF) Executive Committee is made up of 7-11 voting members who have been elected or nominated to the committee. The Executive Committee vote to determine the Office-Bearer and other roles at the first committee meeting after the Annual General Meeting.

The Office-Bearers shall hold office for a term of one (1) year but shall be eligible for reappointment for two (2) further terms of one (1) year each. Office-Bearers shall not hold office beyond their retirement or removal from the Executive Committee as an Executive Committee Member.

A person is not eligible to be appointed as an Office-Bearer in accordance with clause 15.3(b) if the person is:

- i. An Executive Officer of a political party;
- ii. A person employed by a registered political party or employed to undertake work for a registered political party;
- iii. A registered candidate for a forthcoming election;
- iv. An elected member of the Territory or Federal Government;
- v. A member of another Community Council.

OFFICE-BEARERS

Position	Roles and responsibilities
Convenor	<p>The responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> • arranging the meeting venues, and notice, for Executive Committee meetings and general meetings; • ensuring that meetings of the Association meetings are regular and orderly; • ensuring that Executive Committee functions are structured, cohesive and efficient; • to chair or nominate an alternate chair for general meetings and committee meetings • representing the Association at official functions, hearings, interviews and community liaison opportunities; and • provide direction for the Association to ensure that the Association objectives are promoted and followed. <p>The Convenor may delegate their responsibilities to another Executive Committee Member or create a Sub-Committee, if such delegation is reasonable and appropriate in the circumstances.</p> <p>The Convenor is responsible for media engagement and may delegate to the Co-Convenor on occasion.</p> <p>The Convenor also assists the Co-Convenor in managing events and communications.</p> <p>The Convenor manages the info@mvcommunityforum.org.au email account with the Co-Convenor and the Secretary.</p> <p>The Convenor manages the finance@mvcommunityforum.org.au email account with the Treasurer.</p> <p>Access to the Bank Account is granted to the Convenor, Co-Convenor, Treasurer and Secretary.</p>

<p>Co-Convenor</p>	<p>The responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> • assisting the Convenor in their duties; and • act in the capacity of Convenor when the Convenor is absent. <p>The Co-Convenor is responsible for events and communications, including MVCF newsletter, social media channels, events, public meetings and the website.</p> <p>The Co-Convenor may delegate their responsibilities to another Executive Committee Member or create a Sub-Committee, if such delegation is reasonable and appropriate in the circumstances.</p> <p>The Co-Convenor supports the Events and Communications Officer.</p> <p>The Co-Convenor manages the info@mvcommunityforum.org.au email account with the Convenor and the Secretary.</p> <p>Access to the Bank Account is granted to the Convenor, Co-Convenor, Treasurer and Secretary.</p>
<p>Treasurer</p>	<p>The Treasurer of the MVCF shall be responsible for:</p> <ul style="list-style-type: none"> • collecting and receiving all monies due to the Association and make all payments authorised by the Association; • keeping correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; • management of the Association’s petty cash; • preparation of the Association’s auditor’s report, financial report and presentation of these reports at each AGM; and • the production of annual financial statements as required. <p>The Treasurer may delegate their responsibilities to another Executive Committee Member or create a Sub-Committee, if such delegation is reasonable and appropriate in the circumstances.</p> <p>The Treasurer manages the finance@mvcommunityforum.org.au email account with the Convenor.</p> <p>Access to the Bank Account is granted to the Convenor, Co-Convenor, Treasurer and Secretary.</p>

<p>Secretary</p>	<p>The Secretary of the MVCF must, as soon as practicable after being appointed as Secretary, notify the association of their address.</p> <p>The Secretary of the MVCF shall be responsible for keeping minutes of:</p> <ul style="list-style-type: none"> • all elections and appointments of Office-Bearers and ordinary Executive Committee Members; • the names of Members present at a Executive Committee meeting or a general meeting; • all proceedings of Executive Committee meetings and general meetings and ensuring these are held on the Association’s website; <p>The Secretary of the Association shall be responsible for all correspondence sent or received by the Association, relating to business of the Association.</p> <p>The Secretary of the Association shall prepare committee meeting agendas and arrange for their distribution.</p> <p>The Secretary may delegate their responsibilities to another Executive Committee Member or create a Sub-Committee, if such delegation is reasonable and appropriate in the circumstances.</p> <p>The Convenor manages the info@mvcommunityforum.org.au email account with the Co-Convenor and the Secretary.</p> <p>The Secretary is also responsible for the Membership@mvcommunityforum.org.au email account with the Membership Officer.</p> <p>Access to the Bank Account is granted to the Convenor, Co-Convenor, Treasurer and Secretary.</p>
-------------------------	---

OTHER POSITIONS

Position	Roles and responsibilities
General Committee Members	<p>The responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> • convene a sub-committee to assist the Association • representing the Association at when invited to by the Office Bearers • assist in the Association activities and events • provide advice and support to the Association to ensure that the Association objectives are promoted and followed.
Membership Officer	<p>The Membership Officer manages the membership register. Process membership forms. Adds and deletes members from the register.</p> <p>The Membership Officer is also responsible for the Membership@mvcommunityforum.org.au email account with the Secretary.</p> <p>The register of members must now contain information about a person, their name and contact details, the class of their membership, the date the person became a member of the association or anything else required by the association's rules of regulation. While the register must contain the above particulars, a member of the association may request that the committee restrict access to the member's personal information.</p>
Events and Communications Officer	<p>The Events and Communications Officer support the Co-Convenor in their responsibility to manage events and communications.</p> <p>The Events and Communications Officer assists in managing:</p> <ul style="list-style-type: none"> • Public meetings and event management • Event administration (EventBrite, Zoom, Facebook Live) • Social media channels (Facebook, LinkedIn) • MVCF newsletter (Mail Chimp) • Website (Wordpress) • Fundraising activities and events
Engagement Officer	<p>The Engagement Officer assists the Convenor in their responsibility to actively engage the community, businesses and other community groups.</p> <p>The Engagement Officers role includes:</p> <ul style="list-style-type: none"> • Facilitating discussion through surveys and other channels to better understand and engage community • Bringing ideas to the Committee for discussion • Identifying matters for Forum meetings • Contacting and managing speakers for Forum meetings

Public Officer	<p>The public officer of an incorporated association in the ACT has responsibilities under the Associations Incorporation Act for ensuring that forms and documents are submitted to the Registrar-General, and is the primary contact person for the organisation.</p> <p>The public officer must be at least 18 years of age and reside in the ACT.</p>
-----------------------	---

IMPORTANT DOCUMENTS

[MVCF Constitution](#)

[MVCF Code of Conduct](#)