

Roles and responsibilities of officer positions

Frogs Victoria Society, January 2022

To note in general:

- Frogs Vic is a team. All officers, especially newbies, will be supported as much as possible by other committee members to perform their roles. We encourage anyone with an interest in the organisation to nominate.
- You must be 18 years old and a Frogs Victoria Society member to sit on the committee. In addition, the Secretary must live in Australia.
- All office holders must carry out their duties with care and diligence and in the best interests of the society. More details can be found in the [society rules](#).
- The descriptions here are meant as a guide only, they are not limiting or comprehensive.
- At least four committee meetings will be held in a calendar year. Committee members are not obligated to attend meetings if they are unavailable, but the majority of the committee must be present for the meeting to be held. Online attendance will be possible if necessary.
- Experience is not necessary, but enthusiasm is!

Frogs Vic currently has the following officers on its committee

President

Vice President

Secretary

Treasurer

Ordinary Member x 2

Events Co-ordinator / Sub-committee

Officer position descriptions (information is general and not comprehensive):

President

Chairs meetings

Represents the society at public events

Oversees the activities of the society

Helps the society to achieve its goals

Regularly attends and contributes to committee meetings

Takes part in making decisions on the activities of the society

Officer position descriptions (continued):

Vice President

Chairs meetings in the absence of the President
Represents the society at public events in the absence of the President
Oversees the activities of the society
Helps the society to achieve its goals
Regularly attends and contributes to committee meetings
Takes part in making decisions on the activities of the society

Secretary

Facilitates communications within the organisation
Organises committee meetings and AGM
Collates and distributes agenda for meetings
Records and distributes minutes from meetings
[Ensures legal requirements are met](#)
[Submits annual statement](#)

Treasurer

Responsible for the society's money and keeps track of all income and outgoings
Keeps track of membership fees
Pays bills
Prepares/maintains a budget
Reports financial information to the committee at meetings
[Prepares a financial report for the AGM](#)
Is a signatory on the bank account
Performs other financial duties as required (for example assistance in writing grant applications for the society, liaising with an auditor, taxes if applicable).

Ordinary members

Oversee the activities of the society
Help the society to achieve its goals
Regularly attend and contribute to committee meetings
Take part in making decisions on the activities of the society

Events Co-ordinator / Sub-committee

Invites speakers for events
Liaises with speakers
Creates promotional material
Uploads event announcement to Frogs VIC website
Posts promotional material to Twitter, Instagram, Facebook
Sends out Zoom reminders where necessary
Provides technical support for Zoom meetings