

**Roles and responsibilities of officer positions**

Frogs Victoria Society, March 2023

**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 committee officers**

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**(Extra)Ordinary Member x 3**  
**Events Co-ordinator / Sub-committee**

**Current vacancies**

**Vice President**  
**Social Media Officer**  
**Technology Support Officer**

**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).

**(Extra)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

**Social Media Officer**

Assists Events Sub-Committee with advertising for events  
Fields and/or allocates enquiries to appropriate committee members  
Reports social media updates and concerns to committee  
Liaises with President to update social media policy where appropriate

**Technology Support Officer**

Provides technical support to Frogs Victoria events, including, but not limited to:  
Coordinating sound and video equipment for talks  
Uploads videos to YouTube channel  
Not required at all committee meetings