

RSCDS Queensland Branch Inc

Information for those nominating for management committee positions



Background

- The Constitution of the RSCDS Qld Branch Inc (the Branch) provides:

18. MEMBERSHIP OF MANAGEMENT COMMITTEE

1) The Management Committee of the Association will be in size a minimum of five (5) people and a maximum of ten (10) people.

2) The Management Committee positions which must be filled are: chairperson, vice-chairperson, secretary and treasurer.

3) Optional positions which can be added to the Management Committee are:

- a) events co-ordinator; and
- b) governance officer; and
- c) education and training officer; and
- d) marketing officer; and
- e) equipment, technology, music and sound officer; and
- f) up to three (3) general committee members.

4) Whether these optional positions are filled will be determined by nomination and voting in the same manner as for the mandatory positions listed in sub-rule (18)(2).

- A by-law passed at the AGM on 15 May 2005 relevantly provides:

Three-Year Maximum Term of Office

a) At the Annual General Meeting of the Royal Scottish Country Dance Society Queensland Branch Incorporated, members standing for election to the Management Committee may be elected for a consecutive period of not longer than three (3) years.

b) On completion or in retiring from their position they shall be ineligible to stand for any other elected position for a period of one (1) year.

c) The Vice Chairman (Chairman Elect) if being elected as Chairman may continue to serve a further three (3) years as Chairman.

- The Constitution contains other rules about filling particular roles. For example, clause 15 reflects the statutory requirement that the Secretary must reside within 65klm of the Queensland border.

- The Branch is an incorporated entity registered with the OFT (Office of Fair Trading Queensland) and entitled to undertake activities in Queensland. The Branch is also registered as a charity with the ACNC (Australian Charity and Not-for-Profit Commission). Committee members have obligations in respect of both the OFT and ACNC.
- As required by rule 19(5) of the Constitution, we advise that the Branch has a policy of public liability insurance in the amount of \$10m.

If nominating for a position on the Management Committee, you should be aware that:

- You must satisfy the ACNC [Responsible Person](#) requirements.
- Your duties as a Responsible Person are:
 - **To act with reasonable care and diligence.** You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place.
 - **To act in good faith in the best interests of the charity and for a proper purpose.** You must make decisions that are in the best interest of the charity and to further its charitable purpose.
 - **Not to improperly use information or position.** Any special knowledge that you gain as a committee member must only be used for the benefit of the charity and never to further personal or other interests. Similarly, you must not use your position to improperly gain an advantage for yourself or someone else, or cause detriment to the charity.
 - **To disclose conflicts of interest.** If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your personal interests you must disclose this responsibly.
 - **To ensure that financial affairs are managed responsibly.** Ensure that there are systems and processes in place that ensure that the charity's resources are being effectively put towards the charity's charitable purpose and are protected from misuse.
 - **Not to allow the charity to operate while insolvent.** You must ensure that the charity can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.
- You should be familiar with the ACNC [Governance for Good – A Guide for Responsible People](#).
- You should also be familiar with the [OFT requirements for running an incorporated association](#).