



Constitution

RAISE THE GONG INC.

ABN 34-682-998-690

In accordance with the
Association Incorporations Act 1987

Contents

1	Introductory Clauses	5
1.1	Name of the association	5
1.2	Definitions	5
1.3	References	5
1.4	Objectives.....	5
1.5	Non Profit Clause	5
2	Membership.....	6
2.1	Membership Eligibility	6
2.2	Application and Approval.....	6
2.3	Members Register	6
2.4	Membership Fee	6
2.5	Conditions of Membership	6
2.6	Rights and Responsibilities of Members	7
2.7	Cessation of Membership	7
3	Management Committee.....	7
3.1	Management of the Association.....	7
	(add).....	Error! Bookmark not defined.
3.2	Duties of the Board	8
3.3	Terms of Office.....	8
3.4	Eligibility for Positions.....	8
3.5	Vacancy of Office	8
4	Meetings	9
4.1	Annual General Meeting (AGM)	9
4.1.1	Business of the AGM.....	9
4.2	General Meetings.....	9
4.3	Committee Meetings	9
4.4	Sub-Committees.....	10

5 Events and Functions	10
5.1 Health Promotion Activities	10
5.2 Fundraising.....	11
5.3 Insurance.....	11
5.4 Liquor Licencing	11
6 Financials.....	11
6.1 Financial Year	11
6.2 Source of Funds.....	11
6.3 Gift Fund.....	11
6.4 General Fund.....	11
6.5 Management of Funds.....	12
6.7 Petty Cash	12
6.8 Expenditure.....	12
6.8 Assets	12
7 Accountability	13
7.1 Legislative Compliance.....	13
7.2 Financial Accountability	13
7.3 Inspection of Association Records	13
7.4 Authorising of Documents.	13
7.5 Occupational Health and Safety.....	13
7.6 Forms	13
7.7 Privacy.....	13
8 Dispute Resolution	14
8.1 Resolution of Internal Disputes	14
8.2 Complaint Handling.....	14
9 Dissolution of the Organisation	14
Appendix A:.....	15

1 Introductory Clauses

1.1 Name of the association

The organisation is named Raise The Gong and is a not-for-profit incorporated association and a registered health promotion charity.

1.2 Definitions

The following terms are defined:

- ◆ **“Act”** means the Association Incorporations Act 1987
- ◆ **“Association”** and **“organisation”** and **“charity”** mean Raise The Gong Inc.
- ◆ **“Management Committee”, “committee”, “office bearers”** and **“the board”** refer to the Board of Managers of the association.
- ◆ **“Model Rules”** are those rules set by the Department of Fair Trading for incorporated associations
- ◆ **“Public Officer”** is the person who made the initial application under the Act
- ◆ **“Member”** means any person who has applied, been accepted and paid financial membership to Raise The Gong Inc.
- ◆ **“Books”** refer to the official ledgers, documents and registers that Raise The Gong are required to keep
- ◆ **“AGM”** is Annual General Meeting
- ◆ **“OH&S”** is Occupational Health and Safety
- ◆ **“Writing”** refers to all written correspondence, printed letters, e-mails, fax, copies and extracts of minutes

1.3 References

- ◆ Model Rules for Associations (2004), Department of Fair Trading
- ◆ Association Incorporation Act 1987
- ◆ Occupational Health and Safety Act 2000
- ◆ Income Tax Assessment Act 1997
- ◆ Charitable Fundraising Act 1991
- ◆ Best Practice Guidelines for Non-Profit Organisations, Office of Liquor Gaming & Racing
- ◆ Privacy Act 1988 (Cth)

1.4 Objectives

The objective of Raise The Gong Inc is to raise funds for the promotion of health in our local region. With a strong focus on raising funds to increase awareness of women’s cancers, we also promote all general health issues relating to women – including but not limited to stress management, mental health issues, personal safety and security, and assisting women with disabilities. Raise The Gong may also donate to organisations that provide research into the diagnosis, early treatment and prevention of cancers or other women’s health issues. (See Appendix A – Statement of Purposes)

1.5 Non Profit Clause

Any assets or income of the association shall be applied solely toward the promotion of the objectives of Raise The Gong Inc. and no part of that property or income may be paid or distributed to members, either directly or indirectly, except in good faith in the promotion of the organisation.

2 Membership

2.1 Membership Eligibility

Any person over 18 years is eligible to become a member of Raise The Gong Inc, provided they are in agreement with the aims, goals and ideals of the association.

2.2 Application and Approval

Potential members must complete and sign the prescribed “Membership Application Form” and return this to the Management Committee with the appropriate membership fee. All application forms received will be presented to the management committee at meetings for approval. Any member not accepted will be refunded any payments made and informed of reasons for not being approved. New members will be notified of their accepted membership by the secretary within 3 weeks, via the preferred method of contact listed on the application form.

2.3 Members Register

Raise The Gong Inc will establish and maintain a member register that will contain all information gathered on application forms. A delegated board member will act as the Membership Services Office and this person will update the register showing the names, addresses and date of membership of each. The register will reside with the public officer at all times. It is the responsibility of the Membership Services Officer to keep this register up to date at all times. This register will be held according to the principles of the Privacy Act.

2.4 Membership Fee

There are three (3) membership subscriptions available and the schedule of fees is as follows:

- ◆ Three year membership, \$50.00
- ◆ One year membership, \$20.00
- ◆ Six month membership, \$10.00

At the expiration of valid membership a letter will be sent advising of expiry and inviting member to renew membership.

2.5 Conditions of Membership

All members are required to abide by the terms and conditions of membership. These are available on the website www.raisethegong.org.au or by direct request to the Membership Services Officer. It is the responsibility of new members to read and agree to the conditions of membership, and as such must sign membership form to state their agreement with these conditions.

All members are bound by the constitution of Raise The Gong Inc. A copy of the constitution will be available on the website of the organisation or via direct request to any board member. Any requests to amend the constitution shall be presented at the following general meeting, via secretary.

2.6 Rights and Responsibilities of Members

2.6.1 Members Rights

Members have the right to:

- ◆ Vote as specified on any matters appearing before the board
- ◆ Be notified of general meetings
- ◆ Stand for election to the management committee, on nomination
- ◆ Inspect the books of Raise The Gong on request to the public officer
- ◆ Attend social events, charitable events, fundraising events and participate in any fundraising campaigns of Raise The Gong Inc.
- ◆ Volunteer for events, campaigns and programs
- ◆ Have their personal information treated confidentially and in accordance with the Privacy Act

2.6.2 Members Responsibilities

Members are responsible for:

- ◆ Upholding the ideals of Raise The Gong Inc.
- ◆ Abiding by the code of conduct
- ◆ Paying an annual membership fee
- ◆ Not bringing into disrepute the name of the association, either by behaviour or communication
- ◆ Putting in writing to the management committee any request for resignation from Raise The Gong Inc
- ◆ Forfeiting any monies paid as membership dues if membership is cancelled before expiration

2.7 Cessation of Membership

A person ceases to be a member of Raise The Gong Inc:

- ◆ On the expiration date of their paid membership
- ◆ If the members tenders their resignation
- ◆ If they are suspended under disciplinary action for any reason
- ◆ If they are expelled from the organisation
- ◆ On death

3 Management Committee

3.1 Management of the Association

The management committee is responsible for the daily running and management of Raise The Gong Inc. The positions of the management committee are:

- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer
- ◆ Membership Services Officer
- ◆ Executive Board Member (x3)

3.2 Duties of the Board

The board shall be responsible for:

- ◆ Upholding and advancing the objectives of the association Raise The Gong Incorporated
- ◆ Meeting the requirements of the Association Incorporation Act 1987
- ◆ Meeting the requirements of the Charitable Fundraising Act 1991
- ◆ Ensuring that the management of any services and activities the organisation provides is effective and accountable.
- ◆ Approving any application for funding and ensuring the financial management of any such funds is sound.
- ◆ Establishing sub-committees as required.
- ◆ Increasing membership of the Association as much as possible.
- ◆ Increasing community support for the Association as much as possible.
- ◆ Ensuring a full audit is undertaken expeditiously in the event of a Treasurer not completing his/her term for any reason.
- ◆ Ensuring there is a valid Authority to Fundraise at all times
- ◆ Sourcing sponsorship, grants and funding opportunities for the organisation in general, or for specific events and campaigns
- ◆ Sourcing volunteers to participate in events and campaigns
- ◆ Setting other policy and/or practice standards as may be appropriate.
- ◆ Ensuring all members uphold the requirements of the Occupational Health and Safety Act (2000) where this is necessary.
- ◆ Performing health promotion and educative activities for members, and increasing awareness of the treatment, prevention and screening of women's cancers and other health issues, in the Illawarra region.

The duties of individual office bearers are outlined individually in Appendix B.

3.3 Terms of Office

Terms of office of all positions are for approximately twelve (12) months maximum from the date of voting at the AGM until the following year's AGM. All management committee positions are open for election each year at the AGM of Raise The Gong Inc. A member of the management committee may hold only one office bearer position at any one time. Office bearers may hold positions for any length of time, subject to the outcome of AGM elections and will hold office until the conclusion of any AGM where a successor is appointed.

3.4 Eligibility for Positions

Any member is eligible for a position on the management board as determined by the voting results of the AGM. Board members must be financial members of the organisation.

3.5 Vacancy of Office

In the event that any office bearer cannot fulfil their duties, either due to resignation, illness, removal or any other reason, any remaining and available members will perform these tasks until such time as new nomination occurs. The board may appeal to current financial members to act temporarily in vacant positions on the board until such time as the next AGM occurs. Temporary vacancies will be advertised as Expressions of Interest to all members or may be appointed by the board without an advertising process.

If the president is unable to fulfil their duties, responsibility will pass first to the vice president, and then if unable, to any remaining and available members of the management committee.

4 Meetings

4.1 Annual General Meeting (AGM)

The president will convene an AGM once per year, no later than 30th May. All members will be notified of the date, time, location and agenda at least fourteen (14) days prior to the meeting. Members will also be provided with any information regarding nominations for contended positions and instructions on how to vote.

4.1.1 Business of the AGM

The following items are to be discussed and presented at the AGM:

- ◆ The president will present the annual report
- ◆ All board members will present updates on the prior year
- ◆ The treasurer will present the financial report
- ◆ Members will receive a statement outlining income, expenditure, assets and liabilities for Raise The Gong Inc for previous financial year
- ◆ A new executive committee will be elected (if necessary)
- ◆ Any other issues as relevant

Minutes and proceedings of the AGM will be held in a separate file from general meeting and regular board member meeting proceedings.

4.1.2 Voting Process

All members will be notified of upcoming AGM and sent a notice in writing requesting nominations for office bearer positions. Received nominations will be sent to the secretary. Members may self-nominate, but all nominations must be signed by nominee and signed by two (2) members, one of which may be the nominating member.

Any positions where there is only one nomination will be automatically filled. Any positions with more than one nomination will go to ballot at the AGM. If required, a returning officer will be appointed to conduct the voting at the AGM and will be responsible for collecting ballots and tallying results. All members will be given the opportunity to attend the AGM and vote. The returning officer will be an independent and impartial person. In the event of a returning officer not being present, each person up for nomination for a position will appoint a scrutineer of their choice who will oversee the ballot counting process.

4.2 General Meetings

All members will be invited to attend regular general meetings, to be held at least three (3) times per year. This will include general business plus a health promotion and educative component,.

General meetings will be run according to the General Meeting Agenda Template and minutes recorded. Minutes of general meetings will be kept in a separate file to regular meeting minutes.

4.3 Committee Meetings

General committee meetings are convened by the president and will be held at least fortnightly. Any member can request extraordinary meetings for a reasonable purpose in writing to secretary.

All committee members will be notified of meeting times via a schedule of meeting dates which will be prepared by the secretary at the beginning of the calendar year. Notifications of any additional meetings, extraordinary meetings or postponed meetings will be given at least two (2) days in advance, with a copy of the agenda being distributed at this time.

4.2.1 Attendance

Members of the board are required to attend a minimum of 80% of meetings for the year. Failure to do so without valid reason may result in expulsion from the management board. A register of attendance will be kept.

Management committee members are entitled to leave from their board positions according to the terms set out in the Committee Members Leave Policy.

4.2.2 Quorum

A quorum at a committee meeting is half plus one of the active members of the management committee at the time. Any decisions will be passed by a show of hands with majority ruling, unless a secret ballot is specifically requested. With any tied votes the presiding chairperson will cast the deciding vote. If a quorum is not present then the meeting must be postponed.

4.2.3 Agenda

There will be a set agenda for each meeting, which will include a financial report from the treasurer. Agendas will be formatted according to the prescribed template and should be distributed at least two (2) days prior to any scheduled meeting.

4.2.4 Postponed Meetings

If a meeting is postponed and then reconvened, the reconvened meeting will have the authority to deal with business on the original agenda regardless of whether a quorum is present. Postponed meetings may be conducted face-to-face, via teleconference or online as required.

4.2.5 Minutes

Minutes will be taken by the secretary according to the prescribed template, who is then responsible for distributing these. At each meeting, the previous minutes will be reviewed and accepted by two (2) board members who were present at the meeting. If accepted, these will be signed by the chairperson as a true account of the meeting. If minutes are not accepted or require amendments, these will be noted and updated minutes will be presented at the next meeting. A statutory file of all agendas and minutes will be kept.

4.4 Sub-Committees

The board may establish and dissolve sub-committees to perform duties as required. Any sub-committee must include at least one (1) member of the management committee, who is responsible for reporting back progress to the board. Any financial member is eligible for position on sub-committee and will be encouraged to participate.

5 Events and Functions

5.1 Health Promotion Activities

Raise The Gong are primarily a health promotion charity, and as such all events, campaigns and programs conducted by the organisation will include a health promotion component, where appropriate, aimed at increasing the awareness of women's health in the Illawarra region. Fundraising events may be run without a health promotion component.

5.2 Fundraising

All fundraising conducted at events, or campaigns conducted by Raise The Gong Inc. will be run in accordance with the Charitable Fundraising Act, and following the guidelines outlined in the organisation's Authority to Fundraise.

5.3 Insurance

Raise The Gong will maintain Public Liability Insurance and Volunteer Protection Insurance at all times. Any additional insurance requirements will be reviewed and policies established as need arises.

5.4 Liquor Licencing

Raise The Gong will apply for appropriate liquor licences through the Licencing Court for any events that will require the service of alcohol. At all times there will be at least one member of the Management Committee with a current Responsible Service of Alcohol certificate, and this person will be the applicant for event liquor licences. As a health promotion charity, Raise The Gong will promote responsible use of alcohol at all events, and will ensure appropriate harm minimisation strategies are in place.

6 Financials

The financial business of Raise The Gong Inc. will be overseen by the treasurer of the organisation, with a direct reporting line to the Vice President of the Association. The process for all financial matters will be outlined in policy documentation set by the board of the organisation.

6.1 Financial Year

The financial year of the association is from 1st March to 28th February annually.

6.2 Source of Funds

Raise The Gong Inc derives its funds from grants, funding, corporate sponsorships, membership fees, events, fundraising campaigns and donations for purposes as outlined in the Statement of Purposes (Appendix A).

6.3 Gift Fund

In accordance with the Income Tax Assessment Act 1997, Raise The Gong will establish, administer and manage a gift fund, a public charitable gift fund to receive and disperse gifts made by the public to support Raise The Gong Inc's health promotion activities. This will be referred to as "the fund".

All gifts and donations to Raise The Gong Inc., or monies from sale of gifted property, will be deposited directly into the gift fund. A separate bank account will exist for the gift fund. Donors can be issued a receipt for a deductible gift for any funds or property donated to the fund. Any payments made out of the gift fund will require the authority of two (2) signatories.

6.4 General Fund

A general fund will be established to manage all financial activities not associated with the gift fund, i.e. membership fees, proceeds from raffles and charity auctions. The general fund will require two (2) signatories for cheque withdrawals, and one (1) signatory for withdrawals and purchases made using a debit card. The debit card will be made in the name of the current public officer of the organisation.

6.5 Management of Funds

Members of the Management Committee of Raise The Gong Inc will be responsible for the administration of all funds and financials associated with the organisation. Four (4) office bearers will be nominated as signatories on the Raise The Gong Inc account, with two (2) of these required for all cheques and withdrawals from the account.

Monies received by Raise The Gong will be lodged into the appropriate bank account, either gift fund or general, by the treasurer or other appointed committee member.

A minimum of three (3) ledgers will be kept - one for general funds, including membership fees, one for a gift fund and donations, and the third for petty cash. The treasurer is responsible for maintaining these ledgers, and any additional ledgers as required. Ledgers may be manual or electronic according to the needs of the organisation.

6.6 Fundraising, Events & Campaigns

All monies retained from fundraising events and campaigns falling under the Charitable Fundraising Act will be kept in accordance with this legislation. Separate ledgers or running sheets will be held for each campaign. Purchases of prizes for raffles, and ratio of expenditure to funds will be recorded according to the Act

6.7 Petty Cash

A petty cash amount of no more than \$100.00 will be kept for necessary items required for the daily running of Raise The Gong Inc. A petty cash ledger will outline all expenditure from these funds.

Any receipts presented for reimbursement will be accompanied by a petty cash docket and given to the treasurer. The treasurer is responsible for petty cash.

6.8 Expenditure

The following items are approved expenditure for Raise The Gong Inc:

- ◆ Consumables
- ◆ Website Maintenance
- ◆ Bills
- ◆ Accounting Fees
- ◆ Insurance Premiums
- ◆ Promotional Items
- ◆ Financial fees and charges
- ◆ Postage and mailing costs
- ◆ Printing and stationery
- ◆ Office expenses and sundries
- ◆ Special project or health promotion expense

Any miscellaneous or other unforeseen expenses must have prior approval from the management committee.

6.8 Assets

A register of all assets will be kept by the treasurer. This will form part of the annual financial report and audit procedure. Assets will be numbered and will include items purchased and donated, and may include an inventory of any items for sale or raffle.

7 Accountability

7.1 Legislative Compliance

Raise The Gong are an incorporated association, and as such will, at all times work within the legislative requirements of the Associations Incorporation Act 2009 and the Associations Incorporation Regulation 2009.

Raise The Gong are a registered health-promotion charity, and as such will, at all times work within the legislative guidelines of the Charitable Fundraising Act 1991.

7.2 Financial Accountability

The treasurer, in conjunction with the management committee will produce an Annual Statement of the finances of the organisation at the end of each financial year. This will be presented to all members at the AGM and form part of the organisations Annual Report. This report and financial statements will be lodged to the Director-General via the NSW Department of Fair Trading following the AGM.

7.3 Inspection of Association Records

Any member may inspect association documents, books, records and the constitution subject to reasonable notice being given. The member should apply for access via the secretary or president. Members may also request copies of any documentation. Records will be costed at \$5.00 for the first page, and \$2.00 for each subsequent page.

7.4 Authorising of Documents.

The association, instead of a common seal, will have as practice that two (2) signatories will sign all official documents pertaining to the running of the organisation. One of these signatories shall be the public officer of the organisation, and the other may be any relevant board member.

7.5 Occupational Health and Safety

It is the responsibility of all members to ensure that standards are met in accordance with the Occupational Health and Safety Act 2000, where necessary, e.g. at events and meetings. Occupational Health, safety and risk management will be overseen by the Vice President of the organisation.

7.6 Forms

All forms will be ratified at committee meetings and maintained in the Raise The Gong Forms Register. This register will be maintained by the Secretary of the organisation, and may be either as a manual or online register. Forms will be reviewed regularly and be updated as requirements change.

7.7 Privacy

All data and personal information collected by Raise The Gong Inc. in the course of regular business will be kept according to the National Privacy Principles as outlined in the Privacy Act 1988 (Cth). A Privacy Officer will be appointed from the members of the Management Committee and this person will oversee the collection and retention of personal information, and its use. There will be a Privacy Policy in place at all times.

7.8 Exiting of Board Members

At such time that any board member is no longer a member of the Management Committee, this person shall complete an Exit Form, which outlines requirements for return of all properties belonging to Raise The Gong Inc., and also process for handover of tasks and duties.

8 Dispute Resolution

8.1 Resolution of Internal Disputes

Resolution of internal disputes will be conducted in accordance with the model rules.

8.2 Complaint Handling

A written complaint may be forwarded to the secretary if there is a dispute of any nature. The secretary will forward the complaint to the management committee and notify the member who is the subject of the complaint within seven (7) days. A response may be forwarded within a further seven (7) days by the complainant. Complaints may encompass issues such as, a member:

- ◆ Being dissatisfied with the conduct of the Raise The Gong board and/or its associates
- ◆ Being dissatisfied with the conduct of Raise The Gong pertaining to any raffles, prize draws or giveaways
- ◆ Bringing the name of Raise The Gong into disrepute due to their behaviour, communications or failure to perform particular tasks
- ◆ Persistently refusing to comply with the constitution of Raise The Gong Inc.
- ◆ Engaging in any other conduct warranting complaint.

Complaints may also be from members or the general public in relation to conduct of appeals or other issues. These complaints will also be directed to the management committee.

Action from this complaint process is left to the management committee and may include restriction of a member's rights, suspension, or for serious misconduct expulsion from the organisation.

9 Dissolution of the Organisation

Dissolution of Raise The Gong may occur if the organisation no longer meets its original objectives and at least ¼ of members support this decision. In the case of dissolutions after settlement of any debts and legal obligations, any assets and income will be transferred to a fund, authority or institution with similar Deductible Gift Recipient status to which income tax deductible gifts can be made.

Declaration

I hereby certify this is a true and accurate copy of the rules of the association, Raise The Gong Inc.

(Applicant for registration – Public Officer)

Appendix A:



STATEMENT OF PURPOSES

Associations Incorporation Act 1981 – Section 5 (b)

Name: The name of the incorporated association is Raise The Gong Incorporated

Purposes: The purposes for which the incorporated association is established are: -

- ◆ To raise funds to promote the health of women
- ◆ To raise funds predominantly for local Wollongong women's health issues
- ◆ To raise funds for donation to women's services within the Illawarra
- ◆ To raise funds for donation to research into women's cancers
- ◆ To promote awareness of women's cancers and other health issues
- ◆ To facilitate educative, business and social activities between members
- ◆ To encourage the exchange of information on women's health, by means of brochures, meetings and individual contacts
- ◆ To organise fundraising campaigns and activities to raise funds
- ◆ To support local women to maintain a healthy lifestyle
- ◆ To support local women suffering from illness or hardship

Affiliation: Raise The Gong Inc will not have any religious or political affiliations

Non-Profit: Raise The Gong Inc will be not for profit, and no member shall receive any pecuniary benefit from being a member

Territorial Limit: Funds will be primarily given to local organisations, services, individuals or charities, or those who provide services within the Illawarra region. Funds may be distributed to Australia-wide charities at the discretion of the board.

Members: Membership shall be for any person who shares the ideals of Raise The Gong Inc.

Location: The principal office shall be located in North Wollongong NSW and the postal address shall be P. O. Box 1893, Wollongong NSW 2500.

Appendix B

Duty Statements of Office Bearers

Public Officer

- ◆ Act as liaison point of contact for all external and official communications
- ◆ Web development and public image
- ◆ Lodge Annual Report with the Department of Fair Trading, or assign delegate

President

- ◆ Ensure board members and the association act in compliance with all relevant legislative requirements, the constitution and policies of the organisation
- ◆ Convene and preside over board meetings
- ◆ Making sure action is taken on all decisions made at board meetings
- ◆ Applying appropriate disciplinary action as per model rules for members not abiding by the constitution
- ◆ Preparation of annual report – in conjunction with the vice-president
- ◆ Preparation of financial reports – in conjunction with the treasurer
- ◆ Lodge annual report with Department of Fair Trading
- ◆ Custody of all official books, document and the common seal and responsibility for their use
- ◆ Any other duties as required or imposed

Vice President

- ◆ Undertake duties of the president if these cannot be fulfilled for any reasons
- ◆ Assist with the preparation of the Raise The Gong Inc annual report
- ◆ Act as liaison and point of contact for sponsors, supporters and funding bodies
- ◆ Oversee all OH&S and risk management issues for Raise The Gong Inc, with assistance from other board members
- ◆ Gather, analyse and present data and prepare submissions, policy drafts, reviews

Secretary

- ◆ Liaise with the chairperson to ensure all items for discussion are added to the meeting agenda and presented to the committee
- ◆ To log and appropriately respond to all correspondence
- ◆ Keep minutes of all meetings in clear, accurate and objective manner
- ◆ Keep records of committee member attendance at meetings
- ◆ Manage all requests for leave from the committee, including approval, and notification of any tasks that require delegation to another member
- ◆ Provide administrative support to the management committee
- ◆ Liaise with relevant committee members who need to implement outcomes from meetings
- ◆ Manage all proxy forms relating to any voting processes that need to occur at Annual General Meetings (AGM)
- ◆ Responsible for diarising activities to occur as a result of meeting discussions

Treasurer

- ◆ Ensure the financial affairs of Raise The Gong Inc are conducted effectively and efficiently
- ◆ To submit a financial report at each committee meeting
- ◆ To submit and present a financial report at each general meeting
- ◆ To submit financial information for inclusion in the Annual Report
- ◆ Receipt and banking of all income of Raise The Gong Inc
- ◆ Keep ledgers of all ingoing and outgoing monies
- ◆ Write and maintain Financial policies
- ◆ To organise appropriate auditing of finances once per financial year, at the cessation of the Raise The Gong Inc. financial year and liaise with appointed auditors
- ◆ To keep a record of all expenses, expenditure and reimbursement of members
- ◆ To examine and report on any misappropriation of monies or other irregularities
- ◆ Maintenance and balance of petty cash

Membership Services

- ◆ Maintain a register of all members, including personal details, information about membership terms and expiry
- ◆ Send renewal letters to expired members
- ◆ Keep all members informed of upcoming events, fundraising campaigns and activities
- ◆ Ensure new members are sent packs with informaton about the organisation
- ◆ Present lists of expired members, member birthdays and new members to board meetings
- ◆ Establish processes for encouraging and promoting membership to the community
- ◆ Sourcing sponsorships for items to be used as membership incentives

Executive Board Members

Health Promotion

- ◆ Assist in working on or developing new ways to promote women's health issues
- ◆ Working with, and gaining the cooperation of, people of the community to raise awareness to our cause and gain support

Fundraising & Campaigns

- ◆ Act as leaders for fundraising events and campaigns where appropriate
- ◆ Participate in fundraising activities such as raffle sales

Marketing & Fundraising

- ◆ Participate as leaders for events and fundraising campaigns
- ◆ Conduct marketing, advertising and promotional activites on behalf of Raise The Gong
- ◆ Conduct research into competitor market and possible partnerships within the community
- ◆ Maintain a media register of all the organisations noted activities
- ◆ Assist in community development and promotion to other organisations
- ◆ Liaising with sponsors and supporters to keep them advised of activities and campaigns

Other Duties

- ◆ To properly participate in decision making and to serve on sub-committees as required
- ◆ To complete all tasks within a timely manner as per appropriate professional practices
- ◆ Drafting of policies in consultation with office bearers
- ◆ Assisting and co-editing of newsletters and publications
- ◆ Assist with issues such as safety and risk management
- ◆ To assist office bearers with tasks, where practicable and applicable