**Governance Committee Roles**

President

The President has a key role representing Longbeach PLACE Inc. The President acts as Chairperson for Committee and Annual General Meetings, and as the first point of contact for paid staff of the House. Sub-rule 21.1 of the Articles sets out functions of the President’s role in ensuring the Committee focuses on the mission, values and goals of the House, and implementation of actions set out in the strategic plan.

Carrying out the role involves conducting Committee meetings in accordance with provisions in the Articles and good meeting practices, reporting to the AGM, making executive decisions in collaboration with other Office Bearers, and signing official documents, letters and submissions as necessary. The President is also responsible for proceedings to establish the three year strategic plan for Longbeach PLACE and its periodic review.

Vice-President

The main task of the Vice-President is to support the President as required and to act as the President when the occupant of that position is unavailable. This may include Governance Committee meetings or general meetings of Longbeach PLACE Inc. members (refer Sub-rule 21.2 of the Articles).

Essentially, the Vice-President has a back-up role to the President in all areas of responsibility and can share tasks such as taking responsibility for any specific sub-committee or task group established by the Committee.

Secretary/Public Officer

The Secretary keeps minutes of proceedings and decisions of Governance Committee and Annual General Meetings and ensures that papers listed for discussion at meetings are provided to those attending (Sub-rule 21.3 of the Articles).

On appointment, the Secretary must register with Consumer Affairs Victoria (CAV) via the myCAV portal <https://www.consumer.vic.gov.au/mycav/sign-in>, replacing details of the previous occupant, and is required to inform CAV of any changes to the Articles of Association, address details, or a decision to ‘wind-up’ the Association. The Secretary is also charged with ensuring the safekeeping of the Seal of Longbeach PLACE and, in conjunction with the President, Treasurer, Manager or Finance Administrator, signing, certifying, and/or endorsing legal and contractual arrangements entered into by the House.

Treasurer

Finance is a key element of the sustainability and accountability of Longbeach PLACE. The Treasurer’s role is set out in Sub-rule 21.4 of the Articles. It includes monitoring all income and expenditure, including petty cash and assisting with the development of budgets and cash flow reports. The Treasurer has responsibility for informing and advising the Governance Committee on financial issues and affairs, assisting with financial planning, signing cheques and financial documents when required, and ensuring accounts are paid on time.

This involves working collaboratively with the Finance Administrator to ensure that financial records are maintained correctly and in accordance with legal and financial obligations, and with the external auditor to ensure the House meets its reporting requirements.

General Committee Members

General Members (also referred to as Ordinary Members) of the Governance Committee are those who are not Office Bearers. However, their role is just as important to the overall decision-making and responsibilities of the full committee.

One of their main tasks is to act cooperatively as a team and ensure that they carry out tasks for which they accept responsibility. General Committee members can also take on jobs such as leading sub-committees or task groups, or specific projects being undertaken by the main committee. In this way, the overall workload can be shared.