

Australian Network for Plant Conservation Inc Committee Duty Statements

The ANPC Committee meets online every 2 months on a Wednesday, for 1.5 hours, with opportunities to volunteer for sub-committees and organising committees for conferences, workshops and projects.

President

- Oversee the management of the ANPC Inc.
- Preside at meetings of the Executive of the Committee, the Committee, and the ANPC Inc.
- Provide guidance on policy and procedural issues.
- Represent the ANPC Inc. in negotiations with the Australian Government and other relevant bodies, and at relevant functions.
- Act for the ANPC Inc. in consultation with the Committee in other such ways as may further the ANPC Inc.'s objectives.
- Where deemed appropriate, nominate or appoint another Committee member or staff member to carry out temporarily a duty or function on behalf of the President.
- Deliver a Presidential address at the Annual General Meeting and the biennial ANPC Inc. conference.

Vice-President

- Assist President to oversee the management of the ANPC Inc.
- Subject to nomination by the President or to election by the Committee, perform any duty or function of the President on his/her behalf.
- Attend meetings of the Executive of the Committee, the Committee, and the ANPC Inc., and preside in the absence of the President.
- Assist the President with providing guidance on policy and procedural issues.
- Represent the ANPC Inc. at relevant functions.

Secretary

- Attend meetings of the Executive of the Committee, the Committee, and the ANPC Inc.
- The Secretary shall keep minutes of-
 - (a) all elections and appointments of Executive members and Ordinary Committee members;
 - (b) the names of members of the Committee present at Committee meetings or general meetings; and
 - (c) all proceedings at Committee meetings and general meetings.
- The Secretary shall ensure that minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- Receive items for the Agenda for the Annual General Meeting, and ensure these are notified to the National Office immediately on receipt.
- Ensure that arrangements are made for Committee meetings and general meetings of the ANPC Inc., including the Annual General Meeting.

Treasurer

- Attend meetings of the Executive of the Committee, the Committee, and the ANPC Inc.
- Oversee the National Office in collecting and receiving all moneys due to the Network and in making all payments authorised by the Committee.
- Oversee the National Office in the keeping of correct accounts and books showing the financial affairs of the Network.
- Ensure annual auditing of books and accounts.
- Prepare or cause to be prepared a statement of receipts and expenditure and a balance sheet for presentation at each Annual General Meeting.

Ordinary Committee Members

- Ordinary Committee members shall attend all Committee and ANPC Inc. general meetings either in person or by proxy.
- Where nominated or appointed by the President, carry out temporarily a duty or function on behalf of the President.