



Fellowship of Australian Writers Queensland

*Supporting emerging writers since 1921*

Annual General Meeting – Saturday 9<sup>th</sup> March 2024

North Lakes Community Centre

Meeting Room 2 - 2.00pm – 4.00pm

Management Committee Positions:

- ❖ President:
- ❖ Secretary:
- ❖ Treasurer:
- ❖ Committee Member(s):

***Roles defined in Constitution (Model Rules V7)***

The Secretary is the person the Queensland Government Office of Fair Trading communicates with and receives communication from. Communication is the most important task of the secretary, who keeps all copies of correspondence, documents, minutes and records of all members of the association. Together with the president, the secretary must also call all meetings of the association and prepare the business to be conducted in those meetings.

The Treasurer manages all financial affairs and prepares all reports for meetings including the annual financial report. The Treasurer is also the primary contact for all accounts, software and equipment costs.

The President sets the agenda, the culture and the tone of the association by chairing all meetings and managing discussion and decision making among the members of the association.

It is these three roles, secretary, treasurer, president who manage the affairs of the Fellowship as an incorporated association and are the signatories to all financial and contract arrangements.

In the Fellowship we have a varying number of other committee members, to whom titles such as Web Manager, SCOPE Editor, Minutes Secretary, Events Manager, and so on, have been given. These titles suggest the focus of activity of each committee member and can be changed by committee decision at any time.

There is no upper or lower limit to the number of other committee members.