



## **GUNUMA LODGE COMMITTEE POSITIONS AND NOMINATION INFORMATION**

### **About the Committee:**

The Committee is responsible for managing the affairs of the association, in accordance with its constitution and the Associations Incorporation Act 2009 (the Act) including its statutory and reporting obligations.

The role of the Committee includes:

- managing the association's financial affairs and maintaining its financial viability
- ensuring the association acts in accordance with its objects or purposes
- meeting all legal requirements.

It is the duty of each Committee member to carry out their functions for the benefit, so far as practicable, of the association and with due care and diligence. No remuneration for Committee members for carrying out their Committee roles is payable. However, reimbursement of expenses can be considered by the Committee on a case by case basis.

### **Positions:**

#### *PRESIDENT*

- Conduct Committee Meetings
- Monitor the activities of other Committee members and Sub Committees
- Attend Sub Committee meetings when available
- Take responsibility for supervision of the Gunuma Administration Officer (GAO)
- Represent or arrange representation of the club on all external Committees including SLOPES

#### *VICE PRESIDENT*

- Strategically look at the club and determine what actions needed to be implemented in the immediate future to keep the Lodge as a viable and relevant organisation for the next 5 to 10 years
- Monitor member compliance with policy and procedures
- Monitor the Club's Governance, including Policy, Procedures, investigations and conduct disciplinary actions against members
- Review and amend, if necessary, the Booking Rules annually
- Undertake the annual appointment of Winter House Managers and their duties
- Prepare motions for future constitutional changes for the AGM
- Obtain advice and manage legal issues as they arise
- Update Lodge Ethics Notice
- Assume the duties of the President in their absence

#### *SECRETARY*

- Prepare and distribute AGM and Monthly Meeting Agenda and Minutes
- Establish the communications system for the monthly meetings
- Ensure Registers required by law are maintained e.g. Committee members, Conflict of Interest etc
- Manage all correspondence in and out (excluding financial matters)
- Prepare Notice of AGM
- Accept nominations for Committee positions and Motions

#### *TREASURER*

- Prepare Monthly and Annual Financial reports
- Manage revenue, expenses, payments and bank accounts
- Prepare an Annual Budget
- Undertake annual reviews of Subscriptions and Accommodation Rates
- Manage Investments
- Manage the audit of accounts externally
- Prepare and submit reports to Office of Fair Trading and NPWS
- Undertake annual review of insurance premiums and cover
- Review expenditure to determine where savings can be made
- Ensure expenditure is carried out with appropriate controls e.g. purchasing etc
- Ensure that all Committee members comply with the one over one rule

#### *MEMBERSHIP SECRETARY*

- Manage applications and waiting lists for summer and full membership
- Manage transfer requests from members
- Manage the membership list including outstanding annual subscription payments
- Undertake annual survey of members' interests
- Liaise with and distribute information package to all new members
- Manage all papers and membership roll for AGM
- E.g. Attendance Sheet, Voting Slips, distribution of Committee Reports.
- Liaise with the GAO to update the electronic membership register.
- Handle all refund requests and refer new issues to the Committee

#### *CAPITAL WORKS MANAGER*

- Prepare and Manage the 10 Year Capital Plan
- Manage works contracts with commercial bodies over \$10,000
- Manage the preparation all preplanning requirements for Capital Works

#### *MAINTENANCE MANAGER*

- Manage the planning for Repair and Maintenance activities for the Lodge
- Manage and lead a minimum of 4 working parties per year
- Manage the cleaning contract
- Manage the Fire Safety Service
- Obtain quotations and manage the engagement of tradespeople as required to maintain or repair the Lodge

#### *LOGISTICS MANAGER*

- Manage the preparation of the 10-year plan and budget for and replacement of all items inside the Lodge e.g. furniture and fittings
- Manage the obtaining of Lodge consumables
- Manage the upkeep of all the utensils in the Lodge Kitchen

#### *COMMUNICATIONS MANAGER*

- Prepare and distribute at least 4 Newsletters and mandatory AGM Notices per year to members
- Manage the Gunuma Website in terms of functionality and currency and correctness of information. This includes uploading of Ratified Committee Meeting Minutes; Key Documents and posting details of relevant SLOPES, NPWS, Environment etc notices and events
- Prepare and maintain the Lodge's room chores lists and change notices in rooms as required

### *ENVIRONMENT MANAGER*

- Deal with all issues and reports on Environmental issues that impact on the Lodge
- Research and recommend to the Committee ways in which the lodge can save on its power usage for heating and hot water
- Manage the Snow Sport Sponsorship program within the Lodge

### **Committee meetings:**

The Committee meets monthly (except for August) every third Monday of the month. Committee meetings start at 6:30pm and usually go for approx. 1.5-3hrs. Additional ad-hoc meetings maybe required. Meetings are held via Zoom.

### **Committee email accounts:**

Each Committee member has a dedicated Committee email account. Details on how to use these email accounts will be provided for each newly elected Committee member.

### **Conflict of Interest:**

All Committee members must declare any conflict of interests and complete an annual Conflict of Interest form.

### **How to nominate:**

Complete the Committee nomination form. All forms must be:

- Signed by the nominee
- Proposed by a financial member
- Seconded by a financial member.

Unticked and unsigned forms by the nominee, proposer and seconder are deemed invalid; including forms received after the closing date.

Nominees must submit their completed form to the Secretary by the due date by one of the following methods:

Email: [secretary@gunumalodge.com.au](mailto:secretary@gunumalodge.com.au)

Or by mail:

Secretary  
Gunuma Lodge Inc  
PO Box 990  
JINDABYNE NSW 2627

### **Further information:**

Contact the Secretary at [secretary@gunumalodge.com.au](mailto:secretary@gunumalodge.com.au)