DUTY STATEMENT – GOVERNANCE & COMPLIANCE OFFICER

Position: Governance & Compliance Officer

Organisations are required by law and custom to maintain certain records for several purposes, including: -

- Accurate recollection of decisions;
- Determination of eligibility to vote;
- Continuity of policies and practices;
- Prudent and transparent financial management;
- Accurate and secure record keeping in relation to members of the organisation and
- Accountability of Executive and Technical Committee Members

The Governance & Compliance Officer is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the ARRO's business is conducted. To fulfil these responsibilities and subject to ARRO's bylaws, the Governance & Compliance Officer is responsible for ensuring proceedings of meetings are recorded, policies are documented and available to members, submitting various report to ARRO, fulfils any other requirements of the President and performs other duties as the need arises and/or as defined in the bylaws.

The Governance & Compliance Officer is also responsible for overseeing the financial record keeping and accountability of ARRO in terms of both general expenditure and membership dues and records of each member. This involves overseeing promotion, correspondence, evaluation and reporting of all membership applications within ARRO, liaison with ARRO members and follow up potential ARRO members. The role is responsible for overseeing the production of regular reports to the ARRO Executive on the status of membership.

Responsible To

The Governance & Compliance Officer is accountable to the President. Through the Executive Committee, certain duties have been delegated to the Executive Officer, however, the accountability for them remains with this position.

Roles and Responsibilities

1. The Governance & Compliance Officer is responsible for ensuring that:
    - Accurate minutes of meetings are taken and approved.
    - Records of ARRO business are maintained as required by law and made available when required by authorised persons. These records may include Executive Committee Minutes, Technical Committee Minutes, financial reports and other official records.
    - An up-to-date copy of the bylaws is available at all meetings.
    - Proper notification is given of Executive and Technical meetings, and other miscellaneous meetings.

- General correspondence of ARRO is managed and responded to including membership enquiries and applications.

2. The Governance & Compliance Officer participates in ARRO meetings as a voting member. The Governance & Compliance Officer provides items for the agenda as appropriate. In the absence of the President, and Vice-President, the Governance & Compliance Officer calls the meeting to order, presiding until a temporary chairperson is elected.
3. The Governance & Compliance Officer is designated as one of the signing officers for certain documents and operates within the financial and other delegations specified in the ARRO Financial Management Policy.
4. The Governance & Compliance Officer is responsible for the preparation of the annual budget, including:
    - Monitoring all revenue and expenditure.
    - Accurate and transparent record keeping of all financial transactions.
    - Ensuring financial reports are available and understood at all committee meetings.
    - Showing evidence that money received is banked and supporting documentation for all money paid out.
5. Give the Financial Report at regular meetings, the AGM and when required.
6. Produce an annual financial report.
7. Ensure accounts are paid, including accounts for ancillary costs, eg. Software upgrades, computer support, stationery, postage etc.
8. Ensure accounts are sent out including membership subscriptions.
9. Encourage on-going membership of existing ARRO members, in conjunction with any specific marketing/public relations activities being undertaken.
10. Ensure an up-to-date membership database is maintained, including overseeing:
    - Providing organisational contacts should they be requested.
    - Managing individual contact lists and historical records.
    - Maintaining membership and information brochures.
    - Managing annual membership renewal process.
    - Assessing membership process, fee structure, website, documentation etc.
    - Providing membership reports for Executive meetings and as required.
    - Monitoring membership trends and compile annual membership statistics.
    - Preparing and submit reports on membership issues to the Executive as appropriate.

Australasian Rescue Challenge (ARC) Roles and Responsibilities:

1. Formulate the ARC timetable incorporating the RCR and Trauma challenges along with the rotation of crews through the workshop pits
2. Manage the ARC scoring system and all associated aspects
3. Maintain strict confidentiality surrounding the scoring process and those that assist
4. Manage the ARRO cache of equipment and the ARRO trade display
5. Manage the sale and promotion of ARRO merchandise
6. Stocktake management of merchandise, clothing and ARC infrastructure (helmets, etc)
7. Assisting with the ARC presentation dinner (team score sheets, survey reports, spirit of the challenge, assist with presentation of awards, etc)
8. Run the ARRO shop and managing all monies and receipting processes at the ARC

Time Commitment:

- 15 - 20 Hrs per month.
- Attendance at committee meetings. The position is filled at the Annual General Meeting and held for 2 years.

Expenses:

- Should be none, but any pre-agreed out-of-pocket expenses will be reimbursed.