



## VWL Executive Committee: Roles & Responsibility

### Responsibilities of all Executive Members

In accordance with VWL's Rules of Association the responsibility of all Executive Committee Members includes, but is not limited to:

- (a) regular attendance at monthly meetings of Executive Committee and Committee co-chairs (2 hours per month);
- (b) attendance at functions and events organised by VWL; Assist the Executive Committee in managing the activities of the Association; and
- (c) providing input into and voting on Executive Committee decisions.

### President

Role and responsibility of the President includes but is not limited to:

- convening and presiding as Chairperson at meetings of VWL;
- approving all outgoing correspondence on behalf of VWL;
- acting as spokesperson for VWL;
- liaising with heads of other associations;
- overseeing activities of the committees; and
- appointing Ordinary Members to act as portfolio officers for VWL.

### Vice-President

Role and responsibility of the Vice President includes but is not limited to:

- presiding as chairperson in absence of President; and
- assist the President in all the President's responsibilities

### Immediate Past President

Role and responsibility of the Immediate Past President includes but is not limited to:

- acting as an advisor to the Executive Committee to ensure continuity of the Association and transfer of institutional knowledge; and
- assist the President in all the President's responsibilities

### Treasurer

Role and responsibility of the Treasurer includes but is not limited to:

- collecting and receiving all monies due to VWL, issuing any receipts and making all payments authorised by the Voting Executive;
- keeping correct accounts and books showing the financial affairs of VWL with full details of all receipts and expenditure connected with the activities of VWL;
- keeping a register of all assets of the VWL;
- keeping all general records, accounting books and records of receipt and expenditure connected with the operations and business of VWL in such manner as the Executive Committee directs;
- presenting Treasurer's reports as required; and
- ensuring VWL complies with all legislation governing the financial status and activities of VWL.

## **Secretary**

Role and responsibility of the Treasurer includes but is not limited to:

- preparing and distributing an agendas for Executive Committee meetings;
- advising members of general meetings;
- keeping minutes of the resolutions and proceedings of all meetings, together with a record of the names of persons present at each such meeting;
- distributing minutes of each meeting to the Executive Committee or general members as appropriate;
- keeping copies of all correspondence;
- keeping a record of the names and addresses of all members of VWL; and
- keeping other such books and records as the Executive Committee may determine.

## **Ordinary Members of Executive**

Each Ordinary Member of the Executive will manage one or more of following portfolios in consultation with Executive Committee as appointed by the President:

### Communications Officer

Maintain, update and coordinate all VWL social media and website, including promoting events and other content

### Competition Officer(s)

Organise and coordinate Warren Moot and Expert Witness Examination competitions

### Membership and Community Engagement Officer

Building VWL's relationships with associations that further the values of VWL, and attracting and retaining members to the organisation

### Special Projects Officer

Organise events and oversee initiatives and marquee events in line with VWL's objectives

### Sponsorship Officer

Manage and liaise with all VWL sponsors, in consultation with the President

### Wellbeing Officer

Organise and coordinate wellbeing workshops and initiatives

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