



VWL Executive Committee

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;
- (c) assist the Executive Committee in managing the activities of the Association; and
- (d) providing input into and voting on Executive Committee decisions

A. President

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

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

B. Vice-President

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

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

C. Treasurer

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

- i. collecting and receiving all monies due to VWL, issuing any receipts and making all payments authorised by the Voting Executive;



- ii. 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;
- iii. keeping a register of all assets of the VWL;
- iv. 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;
- v. presenting Treasurer's reports as required; and
- vi. ensuring VWL complies with all legislation governing the financial status and activities of VWL.

D. Secretary

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

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

E. General Members

- i. Each General Member will manage one or more of following portfolios in consultation with Executive Committee as appointed by the President:
 - (i) Wellbeing Officer
Organise and coordinate wellbeing workshops and initiatives
 - (ii) Competition Coordinator(s)
Organise and coordinate Warren Moot and Expert Witness Examination competitions



- (iii) Communications
Maintain, update and coordinate all VWL social media and website, including promoting events and other content
- (iv) Special Projects
Organise events and oversee initiatives and marquee events in line with VWL's objectives
- (v) Sponsorship Officer
Manage and liaise with all VWL sponsors, in consultation with the President
- (vi) 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