



SEXUAL
HEALTH
SOCIETY
OF QUEENSLAND

SHSQ COMMITTEE ROLES AND RESPONSIBILITIES

Last updated and endorsed by the committee
20th May 2020

President Role & Responsibilities

Committee Meetings

- Chair Meetings
- In the absence of the President the meetings will be chaired by the Vice President or Secretary
- Held Monthly on a date and time agreed upon by the committee
 - 2019 -2020 3rd Wednesday at 5:30pm-6:30pm

Chair Annual General Meeting

- Coordinate with Secretariat and committee members to formulate an agenda and any require motions for ratification.
- Coordinate with Secretariat and committee members to identify an AGM Clinical meeting topic
- Contact presenter or nominate a committee member/s to contact presenter
- Chair meeting
- Held every August according to the Constitution requirements

Clinical Meetings

- Chair meeting
- Contact potential corporate sponsors for the event in collaboration with the secretariat or nominate a committee member/s to potential corporate sponsors for the event
- Contact presenter or nominate a committee member/s to contact presenter
- Minimum of four sessions per year including AGM

Correspondence

- Receive correspondence, table correspondence and reply in conjunction with the Secretary. As required

Corporate Sponsorship

- Maintain communication with corporate sponsors
- Annual invitation to current and potential sponsors
- Commence contacting and circulating invitations October / Nov

Advocacy / Position Statements

- Coordinate with Secretariat and committee members to formulate positions statements and or advocate for
- May include meeting with key stakeholders, signing letters/petitions/statements on behalf of the SHSQ members
- Position statements and any advocacy documents are to be tabled at a committee meeting or via an extraordinary email meeting with committee members for discussion and consensus



- Any position statements and advocacy documents are to be circulated to the members for notification and or approval.
- Committee has agreed that no reply from members indicate they have no opposition to SHSQ supporting the issues under consideration.

Australasian Sexual Health Alliance Executive Committee

- Represent SHSQ at regular Teleconferences
- Attend the annual face-to-face ASHA Executive meeting
- Involvement in ASHA responsibilities such as:
 - Australasian Sexual Health Conference organising
 - Australian STI Guidelines Committee and update
 - ASHM Sexual Health Board Sub-Committee
- Annual face-to-face Executive meeting generally held to coincide with the Australasian Sexual Health Conference
- Quarterly teleconference

ASHA Secretariat Contact, Nominated ASHM staff member 2019-1920

Ms Sarah Maunsell

Project Officer, National Policy and Education, ASHM

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Scholarships

The Society offers the following three scholarship listed below to our members. Terms and conditions apply and the criteria for each scholarship always needs to be adhered to.

- Far North Queensland RN Scholarship
- Conference Scholarship
- Members Clinical Meeting Scholarship

Applications open on 1st March each year. Applications need to reach the Secretariat by COB of the last Friday in May of the current year. The successful applicant will be informed by 30 June of the current year (at the latest)

Vice President Role & Responsibilities

In the absence of the President the role & responsibilities of the President will be overseen by the Vice President or Secretary and supported by the Secretariat.



Treasurer's Role & Responsibilities

Payments

- If possible, make all payments by electronic funds transfer, except when the debit card is the only option.
- Support all payments with invoices, receipts, payment advices, tickets especially when the debit card is used.
- Ensure all payments are entered in the Ledger Spreadsheet at the end of the month as detailed in the monthly Bank Statement
- Maintain an electronic record of all invoices received
- Maintain a float of \$50 only and check it with two committee members. Ensure it is kept in a locked cabinet

Receipts

- Where possible direct all sales to the SHSQ website via the secure Pay Pal online payment system where the receipts are automated
- Issue receipts in sequential date order as they are received, for the total of funds collected
- Enter all income in Ledger Spreadsheet at the end of the month as detailed in the monthly Bank Statement
- Ensure two independent people are responsible for collecting and counting money at educational meetings
- Issue handwritten interim receipts to people for all cash received and then send out official receipt

Banking

- Bank or securely store all money/cheques asap
- Bank all income received by the end of month. Keep receipts/documentation up to date.
- Ensure the sequence of entries in the deposit book matches with the entries detailed in the monthly Bank Statement and entered accordingly into Ledger Spreadsheet.

Term Deposit

Ensure the rollover of the Term Deposit on an annual basis for 12 monthly terms. Transfer required funds on annual maturation from Term Deposit to the Operating Account to replenish funds expended for annual Far North Queensland RN Scholarship. Funds for the Scholarship should not be drawn directly from the Term Deposit but from the Operating Account. The Operating Account is then reimbursed from the Term Deposit on maturation and prior to a new Term Deposit being set up.

Management

- Regularly transfer funds from to the main account to the debit card maintaining a balance of \$1,000
- File and hold all financial records for the seven-year retention periods and then transfer financial records to SHSQ Secretariat



Customers

- Ensure customers receive prompt payment of invoices
- Keep the annual insurance, ASHM membership, CSIRO subscription, Secretariat and Office of Fair-Trading payments up to date.
- Have accessible copies of all contractual arrangements.
- Keep copies of annual audits completed by an authorised accountant, archive after two years

Getting Started

- Ensure you know who the SHSQ committee office holders are and the people who have access to the debit card account number and the co-signatory of cheques needs to work close by
- Reduce the number of people who have access to the debit card number to the minimum.
- Ensure the login to the internet banking is not written down and contains numbers/letters.
- Ensure that purchases from both accounts are documented using payment advice forms, and official receipt books used to collect money and online payments/debit card used to make all payments.
- Ensure that all accounts are current and balanced monthly, and that the committee are presented with monthly Income/Expense Reports and that the committee approves all expenditure and that this is accurately minuted.

Monthly Responsibilities

Present the following complete and up-to-date financial documents for each account to the SHSQ monthly committee meeting

- Report of receipts and payments
- bank reconciliation (with supporting bank statements)
- Sign off all financial reports
- Have another committee member check the bank reconciliation before each meeting
- View the bank statement when checking the bank reconciliation
- Check the bank reconciliation against the deposit book
- Monitor receipts and payments against budget
- File all financial reports, bank reconciliations, payment advices and any other documentation that may be required by audit to verify the financial position of the SHSQ.
- Ensure the current 'SHSQ membership spread sheet is updated with any changes to status and addresses. Enter date last updated on current version.
- Provide ASHM with SHSQ membership list when requested so that the society members can access
- Have annual financial statements certified by SHSQ members of the AGM.
- Arrange audit of annual financial statements. Recommend an auditor with appropriate qualifications and experience for appointment at the annual general meeting for the following year.
- On receipt of a qualified audit report, you must write a response to be tabled at the AGM each year.



Secretary Role & Responsibilities

Meetings and Minutes

- Notifying Management Committee of meetings in advance
- Ensuring agenda & meeting papers are prepared and sent to Committee members
- Recording, maintaining and distributing minutes of all Committee meetings, as required
- Maintaining a complete set of Committee papers
- Preparing for and attending all annual and extraordinary general meetings of the Society
- Recording, maintaining and distributing the minutes of all general meetings of the Society

Compliance

- Oversight of the Society's compliance responsibilities, and ensuring legislative obligations are met
- Development, implementation, communication and maintenance of compliance policies, processes and procedures
- Ensuring all regulatory body requirements are met
- Provide counsel on governance principles

Governance Administration

- Maintaining the register of Conflicts of Interest
- Maintaining a register of the Society's policies as approved by the Management Committee
- Maintaining, updating and ensuring that all Management Committee members have copies of governance documentation

At the time of writing, the Society has a paid Secretariat that supports the role of the Secretary.

Reference: Kiel, G., Nicholson, G., Tunny, J.A., Beck, J. (2012) Directors at Work: A practical guide for boards. NSW: Thomson Reuters