



CORRUPTION PREVENTION
NETWORK QUEENSLAND

Guide to functions of Management Committee

Subject to the rules of association, or a resolution of the association members carried at a general meeting, the management committee:

- (a) has the general control and management of the administration of the affairs, property and funds of the association; and
- (b) has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.

The Network should be managed by an elected body with office bearers acting on a voluntary basis. This body should consist of desirably a maximum of 8 members. The term of office should be 12 months.

The proposed office bearers are:

- **Convenor** whose functions include, but not limited to:
 - (a) providing leadership to the Management Committee and Network to ensure objectives of the Network are met and compliance with the Rules of Association;
 - (b) ensuring the Network is funded to enable the Network to operate;
 - (c) retention and safe custody of all correspondence (electronic and hard copy) and other documents relating to the Convenor role on the Network's Google drive and email account assigned to the Management Committee; and
 - (d) transferring to a successor-in-office all records relating to the Convenor position as soon as practicable after a successor has been appointed.
- **Deputy Convenor** whose functions include, but not limited to:
 - (a) assisting the Convenor to fulfil their Convenor functions;
 - (b) retention and safe custody of all correspondence (electronic and hard copy) and other documents relating to the Deputy Convenor role on the Network's Google drive and email account assigned to the Management Committee; and
 - (c) transferring to a successor-in-office all records relating to the Deputy Convenor position as soon as practicable after a successor has been appointed.
- **Treasurer** whose functions include, but not limited to:
 - (a) Preparing an annual operating budget in consultation with the Management Committee;
 - (b) Keeping proper and accurate records and accounts relating to the Network in accordance with subsections (33) and (34) with financial updates provided at Committee meetings;
 - (c) retention and safe custody of all correspondence (electronic and hard copy) and other documents relating to the Treasurer role on the Network's Google drive and email account assigned to the Management Committee; and
 - (d) transferring to a successor-in-office all records relating to the Treasurer position as soon as practicable after a successor has been appointed.
- **Secretary** whose functions include, but not limited to:
 - (a) calling meetings of the Network, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the Convenor;
 - (b) keeping minutes of each meeting;
 - (c) retention and safe custody of all correspondence (electronic and hard copy) and other documents relating to the Secretary role on the Network's Google drive and email account

- assigned to the Management Committee;
- (d) maintaining the register of members of the Network; and
- (e) transferring to a successor-in-office all records relating to the Secretary position as soon as practicable after a successor has been appointed.

- **The Publicity/Website Co-ordinator** whose functions include, but not limited to:
 - (a) Establishing and/or maintaining website content for the website in use for the Network following receipt of content updates received from the Convenor or a Management Committee member;
 - (b) Preparing and circulating the Network's email newsletter to current members in place at the time of circulation per the register of members. Preparation involves input from the Management Committee;
 - (c) retention and safe custody of all correspondence (electronic and hard copy) and other documents associated with the Publicity/Website Co-ordinator position on the Google Network drive and email account assigned to the Management Committee; and
 - (d) transferring to a successor-in-office all records relating to the Publicity/Website Co-ordinator position as soon as practicable after a successor has been appointed.

Other Committee Roles

The Other Management Committee member functions include:

- (a) supporting remaining Management Committee members in discharging their functions;
- (b) retention and safe custody of all correspondence (electronic and hard copy) and other documents relating to the Other Management Committee role on the Network's Google drive and email account assigned to the Management Committee; and
- (c) transferring to a successor-in-office all records relating to the Other Management Committee position as soon as practicable after a successor has been appointed.

In addition, these three other Committee Members' roles may specialise as -

- **Events**
Responsible for organising suitable presenters as agreed by the Committee, breakfast networking events, and associated tasks. Also for coordinating attendee lists, and the managing the annual professional development certification process.
- **Membership**
Responsible for maintaining the Network's membership database, and pursuing membership related matters.
- **Assistant Secretary**
Provides back-up support to the Secretary, and to the other Committee members as required.

Basic Rules of the Committee Operation

- Committee members must be active in the Network, including making every effort to attend in person or by phone in / electronically committee meetings.
- A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- No Committee member is to enter into a financial or other commitment, on behalf of the Network, without first seeking the approval of the Committee. (This does not include standard annual expenditure incurred by the Network).
- Committee members must ensure their individual conduct is consistent with maintaining and enhancing confidence in the CPNQ.
- Committee members will lead and demonstrate compliance with, and further the spirit of, the Network's Rules of Association and Code of Conduct.

NOTE: CPNQ is a voluntary organisation and is not insured for public liability. Members, visitors and others should take this into consideration when deciding whether to participate or otherwise be involved in CPNQ.