



GV Pride Inc. Job Descriptions/Duties Statement*

Last Updated: January 2016

President:

- ✓ Preside over meetings (committee & AGM).
- ✓ Check PO Box & ensure any incoming mail is passed along to the secretary.
- ✓ Manage email received via the committee email address.
- ✓ Maintain security of PO Box 851 keys (2).
- ✓ Actively seek to promote/grow the interests/membership of the Incorporation.
- ✓ Foster relationships with local & state-wide businesses/organisations.
- ✓ Encourage membership through broader networks (existing/new).
- ✓ Prepare monthly 'President's message' for newsletter.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.
- ✓ Respond to media contacts/requests.
- ✓ Represent or speak on behalf of GV Pride at public events.

Senior/Junior Vice President:

- ✓ Preside over meetings, in Presidents absence.
- ✓ Actively seek to promote/grow the interests/membership of the incorporation.
- ✓ Manage email received via the committee email address.
- ✓ Draft media releases for approval by committee (working with the PR Officer).
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Provide assistance to other committee members with their tasks, when deemed necessary.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.
- ✓ Represent or speak on behalf of GV Pride in absence of the President.
- ✓ Maintain spreadsheet of GV Pride assets/available consumables.
- ✓ Ensure stock take/storage of retail/items occurs regularly and securely.
- ✓ Merchandise orders.

Treasurer :

- ✓ Invoice/receipt and dispatch merchandise orders (e.g. movie tickets or rainbow mousepads), monitor payments, issue statements to wholesalers and direct purchases. Monitor stock.
- ✓ Maintain security of petty cash tin.
- ✓ Prepare monthly financial reports for committee (detailed incoming and outgoings).
- ✓ Process expense claims (validate receipts and claim sheets, arrange cheques to be signed by two signatories).
- ✓ Monitor the bank accounts for online payments, donations and membership payments. (details to be forwarded to the PR Officer).
- ✓ Arrange floats and sales sheet for functions/events as required.
- ✓ Prepare annual accounts for AGM reports.
- ✓ Prepare annual public officer's report for Consumer Affairs Victoria (annually).
- ✓ Provide input to funding submissions on financial aspects.
- ✓ Banking of received cheques, donations and cash payments (most transactions are membership and donations, increasingly electronic - about 50 members per annum).
- ✓ Payment of bills/accounts, ongoing and one offs (about <5 cheques per year)

- ✓ Manage/Chair the Finance sub-committee.
- ✓ Manage the debit card entrusted to the Treasurer for the duration of their position for the appropriate year.
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.
- ✓ Manage email received via the committee email address.

Secretary:

- ✓ Prepare agenda for committee meetings (including the AGM) and distribute via email.
- ✓ Manage email received via the committee email address.
- ✓ Take notes/minutes at committee meetings.
- ✓ Type up and email minutes of previous meetings to committee.
- ✓ Draft any invitations/ letters etc to partners/sponsors as required by committee.
- ✓ Keep an accurate record of all Aust. Post correspondence/emails in folder provided.
- ✓ Store, manage and sort correspondence/resources into archive/portable filing carry-case (pink box) & bring to each committee meeting.
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.

Assistant Secretary:

- ✓ Re-stock GV Pride brochures (as required) in locations such as the Shepparton Information Centre & Kildonan Uniting Care.
- ✓ Manage email received via the committee email address.
- ✓ Adding/Updating our online group/event listings (such as LOTL.com).
- ✓ Assisting the Secretary at meetings and taking/distributing agenda/minutes in secretary's absence.
- ✓ Hard Copy mail outs/envelope stuffing.
- ✓ Administrative tasks such as filling in forms, online registrations, stall and/or event registrations.
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.

Social Secretary:

- ✓ Actively seek social local/state-wide event info/opportunities and bring to attention of committee .
- ✓ Manage email received via the committee email address.
- ✓ Seek to foster relationships with existing or new LGBTI (and other) social groups.
- ✓ Take the lead at social events (when no other committee member has been asked to do so).
- ✓ Be responsible for 'new' folder/sign/membership forms being available on table at events.
- ✓ Take/display banner (pull-up or carry 3m x 1m) to events/parades.
- ✓ Work with Event Manager/Coordinator to decorate/create atmosphere at events.
- ✓ In absence of Event Manager/Coordinator be proactive in assisting committee with (smaller) event planning (e.g. entertainers, food, venue bookings).
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Chair the events sub-committee when it is convened and ensure all reports are provided to the committee when necessary.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.

PR Officer:

- ✓ E-Newsletter production and distribution (including printing hard copies for some members).
- ✓ Mailchimp E-Newsletter send outs.
- ✓ Manage email received via the committee email address.
- ✓ SurveyMonkey survey production.
- ✓ SMS Global send-outs.
- ✓ Website/social media updates when required.
- ✓ Try booking ticket sales setup and manage for any events necessary.
- ✓ Manage database/send/process (new) memberships (renewals).
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.

(extra)Ordinary committee (1):**(Acts in an assistant capacity to the PR Officer when necessary).**

- ✓ Volunteer to assist at markets, events, stalls (where possible).
- ✓ Post flyers around Greater Shepparton (e.g. shop windows).
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Check gvpride@gvpride.org email address & reply (forward info where relevant; delete spam).
- ✓ Manage social media (inc. creating events on FB, posting status updates on FB/TW [esp. event reminders], comments/replies, RT).
- ✓ Manage/report to committee 'external' adverts/promotions (FREE or otherwise, radio or print).
- ✓ Manage email received via the committee email address.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.
- ✓ Provide relevant list of correspondence for appropriate recording at monthly meetings.

(extra)Ordinary committee (2):

- ✓ Volunteer to assist at markets, events, stalls (where possible).
- ✓ Post flyers around Greater Shepparton (e.g. shop windows).
- ✓ Manage email received via the committee email address.
- ✓ Monitor Facebook page and advise FB "content creators" if issues arise.
- ✓ Assist at social events with door greeting, cash handling, setting up and cleaning up.
- ✓ Actively promote/share via social media/email/invite personal (LGBTIQA) networks to events or promotions.

Event Manager: (Appointed when needed)

- ✓ Design event management plan/brief for committee approval (inc. budget/risk assessment)
- ✓ Implement event plan (inc. coordination of volunteers) *TBC per major event*

Event Coordinator: (Appointed when needed)

- ✓ Run major events

(TBC per major event)

*** We acknowledge that due to issues such as the location of where a committee member resides OR the preferred skill-set a committee member may have, the above duties MAY be transferred from ONE committee member to ANOTHER (or SHARED between TWO committee members). This is to be decided upon (when necessary) at committee meetings and noted in minutes accordingly.**