

By-law – 5 – Roles and Obligations of Management Committee and Sub-Committees.

Preamble

The duty to declare conflicts of interest are detailed in Clause 20 of the constitution. This local law further explains the expectations of members of the Management Committee or an authorized sub-committee.

In this by-law a reference to a committee also means a sub-committee as well.

Conflict of Interest

All persons elected or appointed to a committee have a "Fiduciary Duty" to act in good faith.

"A fiduciary duty is the highest standard of care imposed at either equity or law. A fiduciary is expected to be extremely loyal to the person they owe the duty (the "principal"): they must not put their personal interests before the duty and must not profit from their position as a fiduciary, unless the principal consents. The fiduciary relationship is highlighted by good faith, loyalty and trust, and the word itself originally comes from the Latin fides, meaning faith, and fiducia."

A committee member should adhere to the following guidelines:

- Keep well informed of the committees' affairs. Ignorance is not a defense.
- Do not take action out of self-interest or make use of your position on the committee for personal gain or that of a third party.
- Do not make improper use of information and respect confidentiality.
- Exercise a degree of care and diligence over the administration of the committees' affairs (especially financial affairs)

Roles of Committee Members

1. Role of the President

The President is charged with providing leadership and direction to the committee and for ensuring that the committee fulfils its responsibilities for the governance and success of the association. The President is the spokesperson for the Committee. The President should work to maintain key relationships within and outside the committee.

Also, the President or their delegate is the nominated person to liaise with Palm Lakes Management through the Caretakers on all matters of mutual concern. As much as is practicable the President should ensure that at least two Committee members attend liaison sessions with the Caretakers.

2. Role of the Vice President

The main duty of the Vice President is to assist the President and other club officers in completing their duties. It is also the Vice President's job to effectively contribute to the committees' operations. To do this effectively, they must be involved with the activities and understand the by-laws of the association.

3. Role of the Secretary

The role of the Secretary of the Management Committee is defined in Section 14 of the Constitution.

The Secretary of a sub-committee includes, but is not limited to: -

- calling meetings of the sub-committee, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the sub-committee; and
- keeping minutes of each meeting; and
- keeping copies of all correspondence and other documents relating to the sub-committee: and
- maintaining the register of members of the sub-committee.

4. Role of the Treasurer

The role of committee Treasurer is important because the Treasurer is in control of the committees' finances, its collection, and disbursement. The Treasurer must keep accurate books that will enable them to give a full financial report on the committees' fiscal position when required.

Treasurer's duties include, but are not limited to, the following:

- Presenting regular updates to the committee on its financial standing and affairs.
- Provide financial management and oversight of the financial affairs of the committee and its funds, including, reconciling bank statements, and managing cash flow.
- Liaising with the nominated auditor.

5. Role of Committee Members

Committee members provide oversight and support to the Committee executive officers and may be delegated specific areas of responsibility.

This by-law was adopted by the Association on the 14th day of November 2022