



ARTN Executive Committee Position Descriptions

August 2008

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Australian Regional Tourism Network (ARTN)

Executive Committee

Position Description – Chair

August 2008

The Chair, as a member of the ARTN Executive, upholds the Network’s Charter and Statement of Purpose by:

- Providing leadership and direction to the Board;
- Appointing Executive and Ordinary Board members, in accordance with the Rules of Management;
- Encouraging the Board’s role in strategic planning;
- Guiding and mediating Board actions with respect to governance and policy;
- Monitoring financial planning and playing a lead role in obtaining funding;
- Performing/directing the role of key spokesperson, advocating on behalf of ARTN and its subscribers to media, government and the community at large;
- Evaluating the performance of the Network in achieving its Charter and Statement of Purpose as outlined in the ARTN Rules of Management;
- Presiding over Board Meetings and Annual General Meetings; preparing/directing Agendas and Annual Reports; proposing policy and practices; and performing other duties as required;
- Ensuring the Board is aware of, and fulfills their governance responsibilities; comply with applicable rules, laws and regulations; conduct Board business effectively and efficiently; and are accountable for their performance;
- Being a financial member of the Association;
- Performing the duty of Signing Officer for official documents;
- Delegating roles and responsibilities to the Board, Sub Committees, Staff and Contractors as required;
- Proposing the establishment of committees and overseeing the appointment of members to such committees; in respect to the Rule of Management;
- Representing the interests of the Association and its constituents at all times.



Australian Regional Tourism Network (ARTN)

Executive Committee

Position Description – Deputy Chair

August 2008

The Deputy Chair, as a member of the ARTN Executive, upholds the Network's Charter and Statement of Purpose by:

- Performing Chair responsibilities when the Chair is not available;
- Reporting to the Chair of the Board and working closely with the Chair and Board members to achieve the Network's Charter and Statement of Purpose as outlined in the ARTN Rules of Management;
- Assisting the Chair to develop and implement policy and planning practices;
- Attending Board Meetings and the Annual General Meeting;
- Actively participating in the work of the Board to achieve the overall Charter and Statement of Purpose of the ARTN;
- Volunteering for and accepting assignments;
- Contributing knowledge, news and expertise to Board discussions;
- Being a financial member of the Network;
- Representing the interests of the Network and its constituents at all times.



Australian Regional Tourism Network (ARTN)

Executive Committee

Position Description – Secretary

August 2008

The Australian Regional Tourism Network (ARTN) Secretary is a member of the ARTN Executive Committee and serves to assist in achieving the ARTN's Charter and Statement of Purpose by:

- Ensuring accurate preparation for and documentation of meetings; distributing minutes to Board members and maintaining copies of minutes for corporate record;
- Maintains membership/subscription records and ensures their availability;
- Ensuring the records of the Association are maintained and managed as required by law and made available when required;
- Ensuring the ARTN Rules of Management are up to date and available to all members;
- Managing the general correspondence of the Board;
- Providing Agenda items at Board meetings and presiding over such meetings in the absence of the Chair and Deputy Chair;
- Taking on the role of Signing Officer as designated by the Chair;
- Attending Board meetings and the Annual General Meeting;
- Actively participating in the work of the Board to achieve the Charter and Statement of Purpose of the ARTN;
- Volunteering for and accepting assignments;
- Contributing knowledge, news and expertise to Board discussions;
- Being a financial member of the Network;
- Representing the interests of the Network and its constituents at all times.



Australian Regional Tourism Network (ARTN)

Executive Committee

Position Description – Public Officer

August 2008

The Public Officer, as a member of the ARTN Executive, upholds the Network's Charter and Statement of Purpose by:

- Representing the official contact point for the Australian Regional Tourism Network;
- Bringing all documents received to the attention of the Board as soon as practical;
- Receiving mail and legal documents from other parties; lodging all necessary documentation with the Network Registrar and department of fair Trading;
- Maintaining an updated Subscribers listing register – available to the public for review; a copy of the Subscribers register is to be submitted to the Registrar each year by 31 December
- Notify the Registrar of any alterations made to the Network constitution agreed on at special general meetings within six weeks of such alterations being authorised;
- Lodge with the Registrar an Application for Approval of New Name form that has been completed by the Board to change the name of the Network;
- After the Subscribers have approved the new name change, the Public Officer will submit a Notice of Name Change form to the Registrar together with a cheque for \$3.00. The Registrar will then issue a new certificate to the corporation;
- If the Subscribers decide to voluntarily wind up the corporation (at a Special General Meeting held for that purpose) the Public Officer will lodge a Form 12 within three weeks of passing the resolution/s as required;



Australian Regional Tourism Network (ARTN)

Executive Committee

Position Description – Treasurer

August 2008

The Treasurer, as a member of the ARTN Executive, upholds the Network's Charter and Statement of Purpose by:

- Monitoring revenue / monies going into and out of the Network accounts;
- Preparing and monitoring a cashflow budget;
- Managing the bookkeeping and organisation financials;
- Generating corporation financial reports for presentation to the Board to assist planning with respect to governance and policy;
- Generation of Cash Receipts, prospective payment reports, Bank Account balance sheets, Assets Record for taxation, and feedback on corporation financial viability;
- Acting as one of a number of Signatories for cheques, in accordance of the constitution;
- Evaluating the financial performance of the Network in achieving its Charter and Statement of Purpose as outlined in the ARTN Rules of Management;
- Contributing to Board Meetings and Annual General Meetings; preparing/directing the preparation of Financial Reports, Budget Planning Agendas and Annual Reports; and performing other financial accounting duties as required;
- Ensuring the Board is aware of Budget restrictions, expenditure patterns; comply with applicable rules, laws and regulations; conduct board business effectively and efficiently; and are accountable for their expenses
- Being a financial member of the Network;
- Performing the duty of Signing Officer for official financial documents;
- Delegating roles and responsibilities to Executive or Ordinary Members, Staff and Contractors as required
- Proposing the establishment of fund raising or financial grant acquisition committees and overseeing the appointment of members to such committees; in respect to the Rules of Management.
- Representing the financial interests of the Network and its constituents at all times.



Australian Regional Tourism Network (ARTN)

Board

Position Description – Ordinary Member (Non-Executive)

August 2008

An Ordinary Member, as a subscriber representative on the ARTN Board, upholds the Network's Charter and Statement of Purpose by:

- Attending Board meetings and the Annual General Meeting;
- Actively participating in the work of the Board to achieve the Charter and Statement of Purpose of the ARTN;
- Volunteering for and accepting assignments;
- Contributing knowledge, news and expertise to Board discussions;
- Being a financial member of the Network;
- Representing the interests of the Network and its constituents at all times.