4. Duty Statements of Sub-Branch Board Members

DUTIES OF THE PRESIDENT

1. The President is to:

- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Provide leadership and forward thinking to the Sub-Branch
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Ensure the Secretary's appointment is not vacant longer than one (1) month
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Represent the Sub-Branch at significant community events
- Maintain a very good relationship with the local community
- Ensure the Sub-Branch is managed so that it is in a position to meet its creditors and show a reasonable excess of income over expenditure.
- Provide immediate supervision, conduct and management of all Sub-Branch funds.
- Verifying monthly the cash book reconciliation and independently the balance at the bank for the purpose of the monthly reconciliation.
- Carrying out random monthly spot checks of selected items of stock (when held) and Sub-Branch property.
- Examining for correctness and accuracy all claims including supporting invoices paid or incurred on behalf of the Sub-Branch.
- Verifying not less frequently than once in each quarter, any securities held by the Sub-Branch.
- Ensuring that excessive stock is not being obtained or accumulated.
- Ensuring that adequate security is provided for any stock.
- Certifying of the statement of the financial position of Sub-Branch.
- Ensuring that banking is conducted regularly.
- Ensuring that the accounting records of the Sub-Branch, together with all supporting documents are presented for audit on the required date.
- Checking that the approved auditor conducts an audit of the books and accounts of the Sub-Branch within one month of the close the financial year.

- The Sub-Branch President must, where possible, chair each AGM, General Meeting and Board meetings.
- Convening a General Meeting of the Sub-Branch Membership not less frequently than bi-monthly (less December/January).
- Convening a meeting of the Board not less than bi-monthly (less December and April).
- Ensuring the correct keeping of all Minutes, records and correspondence and that a proper record is made of information concerning activities, which may be of value to future Boards.
- The co-ordination and general supervision of the Members of the Board to ensure they conduct their duties in accordance with their duty statements.
- Supervising the duties allocated to other Members of the Board.
- Ensuring that Board Members comply with instructions concerning the security of property, stock and money of the Sub-Branch.
- Ensuring that all accounts are properly charged and that all accounts for expenses incurred on behalf of the Sub-Branch are properly and promptly settled.
- Ensuring there is no undue accumulation of Sub-Branch funds, having regard to the size of the Sub-Branch.
- Encouraging economical habits and careful management by personal example.
- Ensuring suitable Members of the Board are empowered to sign Sub-Branch financial documentation.
- Be a signatory to the accounts.
- Ensure all Sub-Branch Minutes are presented at the next meeting for ratification and signature.
- Ensuring any losses are reported and investigated.
- Ensuring that any property purchased by, presented to or loaned to the Sub-Branch is entered in the property book and that provision is made for its appreciation or depreciation.
- Before handing over the duties of President of the Sub-Branch, the outgoing President is to submit to the Board a certificate to the effect that all debts owing to the Sub-Branch have been paid or that sufficient assets are in hand to meet liabilities.
- Ensure that Sub-Branch historical records, customs and traditions are maintained and observed.
- When required be the spokesperson for the Sub-Branch in relation to the media enquiries/issues.
- The President may, at his/her discretion, delegate for a temporary period, any of the foregoing duties to an appropriate Member of the Board.

2. State and District responsibilities:

- Liaise with all levels at State or District as and when required.

DUTIES OF THE VICE PRESIDENT

The Vice President(s) of Sub-Branch Board (VP) is to understudy the President and is to act as the President, when the President is absent from the Sub-Branch.

DUTIES OF THE SECRETARY

1. The Secretary is responsible for ensuring that:
    - Reporting to the President any known management irregularities.
    - Prepare business papers for and attend all meetings of the Sub-Branch except Sub Boards.
    - Provide notice to Members of all such meetings and shall enter the Minutes of the same in a book kept for that purpose.
    - Clear the Sub-Branch mailbox weekly.
    - File all correspondence and read same at the next meeting and reply as directed.
    - Submit any information, which may be received officially and having relation to the League, the Members or any of its objects and activities to the President, and they are hereby empowered jointly to take such action thereon as they shall see fit until the same can be submitted to a meeting of the Sub-Branch for final determination.
    - With the Membership Officer, keep a register of the names and addresses of the office-bearers of the Sub-Branch, maintain a Member's Register and raise and maintain a register of all social Members and volunteers. Ensure that each new Member, whether Service Member or Life Subscriber has read the Privacy Statement on the application for membership prior to signing.
    - Forward all such documents to State Branch and the District Branch as may be required by the Constitution and/or By-Laws of RSL (Queensland Branch).
    - On being directed by the Sub-Branch President or other authorised body, call a meeting of the Sub-Branch or any other body constituted under the State Constitution.
    - Forward a copy of the Minutes of the Annual General Meeting, including audited financial statements, to RSL (Queensland Branch) and the District Branch within 60 days of the completion of the Annual General Meeting or the end of the Financial Year.
    - Recording and keeping of the Minutes of all meetings in accordance with approved State and Sub-Branch formats. Ensure records are kept for seven (7) years in Queensland.
    - Maintain the correct branding in accordance with RSL QLD.
    - Keep the following documents secure:
        - Certificate of Incorporation
        - Deed with the ATO

- The keeping of the Meetings Register of Attendance Book to include Visitors.
- Ensure Sub-Branch contact details are correct on District, State and Club Helensvale web pages. It is not mandatory to have details listed however, if they are, then the minimum personal information is to be displayed – principles of the Privacy Act apply.
- Maintain an electronic copy of all Sub-Branch eFiles/records on an appropriate storage device. All Executive Board members to ensure files backed up. These are kept on the shared one drive.
- Maintain the Key Register. This is kept by the property member.
- Maintain and monitor the sub branch Facebook page, following social media guidelines set by RSL QLD
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Be a signatory of the accounts
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

- **Meeting Agenda hints:** The following points should be included in the meetings to ensure a continuity of administration:

Board Meeting	
January	• Remembrance Day Appeal OFT Reconciliation Form submitted to State Branch • Review of Annual Dinner • Annual Dinner key decisions list • Australia Day Breakfast update o Venue o Costing/payments • Volunteer luncheon February o Confirm attendee list o Letters of invitation raised and sent by mid-month o Venue o Costing/payments

Board Meeting	

	• Annual Luncheon Plans (May)
	  ○ Venue
	  ○ Costing/payments
	• ANZAC Day Plans
	  ○ Dawn/Mid-AM Services
	  ○ Sale sites/TL
	• ACNC Annual Information Statement
	• District AGM
	• Review the Board Evaluation from the previous year

February	• ANZAC Day Plans
	  ○ Dawn/Mid-AM Services
	  ○ Sale sites/TL
	  ○ Purchase of merchandise amount approved
	  ○ School speeches
	  ○ Wreaths for Anzac Day, ordered from school's confirmed
	• Gold Coast District AGM
	• State Congress plans
	• ANZAC Day Trust Fund application compilation
	• Submit to District Welfare application for Annual Luncheon

June	• Remembrance Day Plans
	  ○ Service
	  ○ Sale sites/TL
	• Vietnam Veterans Day plans
	• Annual financial return – Lodge Associations Incorporation Form 12 – Annual return of association.
	• Term deposit actions
	• Sub-Branch luncheon report
	• Congress reports by Delegate
	• Federal Privacy Act 1988 compliance – SB Newsletter, GCD Secretary
	• Submit to District Welfare application for Annual Dinner
	• Annual Dinner plans finalised and authorised
	• Fadden Volunteer nominee proposed/considered

Board Meeting	

	• Certificate of Appreciations proposed/considered
	• Australia Day Award proposed/considered
	• Allocation of Board portfolios
	• Wreaths – Plan to purchase wreathes for:
	  • Korean Commemoration – 25th July (coordinated by Surfers Paradise, invite arrives late May with RSVP by 17th June)
	  • Kokoda Commemoration – 8th August
	  • Vietnam Veterans – 18th August
	• Pass Minute authorising COF application events August to December

August	• Remembrance Day Plans
	  ○ Sale sites/TL
	  ○ Purchase of merchandise amount approved
	  ○ Tasks for Service allocated/decided
	  ○ Commemorative Address speaker (Councillor Div 2) confirmed
	• Annual Budget DRAFT
	• Out of Pocket expenses review
	• Mileage allowance review
	• Annual Dinner plans finalised, VIP confirmed/invites raised
	• September social confirmation
	• Review By-Laws
	• DVA Mental Health Month grant

October	• Pass Minute authorising COF application events January to July • Submit to District Welfare Application for Australia Day Breakfast • Submit to District Welfare Application for Volunteer Luncheon • Submit to District Welfare Application for ANZAC Day Breakfast • Annual Dinner final points • Australia Day Breakfast bookings/plans • Budget next FY confirmed • Investment Account (Term Deposit) actions • Remembrance Day Plans • Service

Board Meeting	
	• Sale sites/TL • School speeches • Distribute the Board Evaluation review tool

General Meeting	
March	• Annual luncheon notification • AGM nominations called for • Possible social outings September • ANZC Day plans – Services and sales
May	• ANZAC Day report • State Congress voting direction advised to members
July	• Kokoda Challenge results • September social outing confirmed • Annual Dinner details advised • Remembrance Day Sales plans advised • Vietnam Veterans Day plans advised • State Congress report by Delegate
September	• Remembrance Day sales plans and Service plan
November	• Australia Day Breakfast plans • Annual Dinner report • Remembrance Day report • ANZAC Day sales plans (Warning Order)

Other Board Tasks	
January - April	• ANZAC Day planning/coordination
April	• Coordinate ANZAC Day services
May	• ANZAC Appeal OFT Reconciliation Form submitted to State Branch

Other Board Tasks	

	• Decide on State Congress voting direction for Delegate, State nominations received early May
	• Post AGM documents to be sent to State Branch via District
	  o AGM Minutes
	  o Welfare Report
	  o Audit Report
	  o Voluntary Hours annual summary
	• Post AGM document to be sent to District
	  o Membership of District Council (annual requirement) – Sub-Branch Delegate and Alternate Delegate

DUTIES OF SUB-BRANCH TREASURER

1. The Treasurer is responsible for the financial administration of the Sub-Branch and ensuring that:

- All books of account and accounting are in accordance with the State Constitution and any Australian regulatory requirements including Office of Fair-Trading requirement.
- Ensure that the funds of the Sub-Branch are kept in an account in the Sub-Branch name, in Queensland.
- That the income and property of the Sub-Branch is used solely in promoting its objects and exercising the Sub-Branch's powers.
- Exercise a general supervision over the accounts and finances of the Sub-Branch.
- At least once in each month examine the primary records of income and expenditure (authorised electronic accounting tools) and enter these into the cashbooks and the general ledger and, after having conducted a reconciliation of the bank account, cashbooks and invoice books produce a trial balance.
- Produce a statement of account at each Sub-Branch Board meeting, General Meeting and Sub-Branch Annual General Meeting.
- At all Sub-Branch Board meetings submit a statement of all transactions since the submission of the previous financial statement to the last meeting of the Sub-Branch.
- At the close of each financial year shall cause to be prepared an Income and Expenditure Account and a Balance Sheet containing a summary of the income and expenditure and assets and liabilities of the Sub-Branch during the preceding year.
- Keep appropriate records in connection with the affairs of the Sub-Branch using authorised electronic accounting tools. Maintain an electronic copy of all Sub-

Branch financial e/records on an appropriate storage device and ensure files backed up.

- Prepare an Annual Budget to be presented to the August Board meeting (DRAFT) and for endorsement at the October Board meeting (FINAL) and provide a report to Sub-Branch Meetings as required throughout the year.
- Provide an investment strategy in accordance with Sections 21, 22 and 24 of the Queensland Trusts Act to be endorsed by a Sub-Branch General Meeting before funds are invested in financial securities of any type other than current account, cash management accounts and term deposits.
- Receive any cash moneys, giving an official receipt for the same and shall keep a correct account of such sums and shall pay all moneys into the banking account of the Sub-Branch. Direct credit or EFTPOS payments made into the Sub- Branch bank account are considered receipted via the payers' banking process.
- Keep proper books of account and submit them to the Auditors whenever they desire to inspect them.
- Keep records for seven (7) years in Queensland.
- Assigned signatories are used for all banking transactions Be a signatory of the accounts. Signatures are not required for EFTPOS transactions conducted through terminals allocated for direct payments or for Visa Card payments made by Board Visa card holders for authorised Sub-Branch payments.
- Pass the Books of Account and all supporting documentation to the Internal Checker after each trading quarter for inspection.
- The statement of the financial position of the Sub-Branch and all other accounting books and documents are available when required for audit.
- It is immediately reported to the President any loss or suspected loss, of Sub-Branch moneys.
- Detailed checking of all accounts that are submitted for payment and their prompt submission to the Board/Board executive for approval for payment. All invoices submitted by a Board member to the Treasurer for payment must be checked by that person for accuracy and accompanied by a statement that the amount is correct to pay. Another member of the Board executive must provide a second email approval to pay before the Treasurer raises the payment. All the above to be done electronically where possible.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place

- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

Month	Action
January/February	ACNC Annual Information Statement – for submission by 30 June http://www.acnc.gov.au/ Actions: Right side of page: Submit the AIS Top tab: Submit Annual Information Statement or use other buttons to alter/amend password, authorised person etc. Once information is entered ensure copy is held in Sub-Branch and tender at next Board Meeting
February	OFT Form 12-1 – to be compiled by Treasurer and Internal checker
April	ANZAC Day Trust Fund submission
June	OFT Form 12-1 – sent in post AGM Auditor advised of engagement for next FY Audit paperwork finalised and submitted to Auditors

DUTIES OF SUB-BRANCH MEMBERSHIP OFFICER

1. The Membership Officer is responsible for the membership administration of the Sub-Branch and ensuring that:

- The Sub-Branch MMS records are accurate.
- Maintain current E Mail/Phone contacts list for the Sub-Branch Board.
- With the Secretary, keep a register of the names and addresses of the office-bearers of the Sub-Branch, maintain a Member's Register and raise and maintain a register of all social Members and volunteers.
- Ensure that each new Member, whether Service Member or Life Subscriber has read the Privacy Statement on the application for membership prior to signing.
- Maintain a historical record of all Board appointments.
- Provide to Members on a regular basis an updated membership list/roll for the purposes of internal communications. The membership list/roll must have the following information clearly noted in the document:

WARNING

The North Gold Coast Sub-Branch Inc. membership list/roll is issued subject to the conditions laid down in the Federal Privacy Act 1988. This membership list/roll is for use by the Members of the North Gold Coast Sub-Branch Inc. to enable communication between the Members. Particulars are not to be communicated to a third party for reasons other than above.

- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE DELEGATE TO STATE CONGRESS

1. The Delegate to the State Congress is responsible for:
    - Attending the State Congress.
    - Representing the Sub-Branch and shall be entitled to one vote.
    - Voting as directed by the Sub-Branch membership.
    - Attending any meeting of the RSL (Queensland Branch) Board for the purpose of presenting the views of the Sub-Branch on any matter of which notice in writing has been given to RSL (Queensland Branch) Board and notification of approval of such attendance has been forwarded to the Sub-Branch by the RSL (Queensland Branch) CEO or State Secretary.

DUTIES OF THE ALTERNATE DELEGATE TO STATE CONGRESS

1. The Alternate Delegate to the State Congress is responsible for:
    - Attending the State Congress when the Delegate is unavailable.
    - Attending the State Congress with the Delegate to understudy the duties of the Delegate if approved by the Sub-Branch Board.
    - Representing the Sub-Branch and shall be entitled to one vote, in the absence of the Delegate.
    - Voting as directed by the Sub-Branch membership.

DUTIES OF THE DELEGATE TO DISTRICT REPRESENTATIVES BOARD

The Delegate to the District Representatives Board is responsible for:

- Attending the District Representatives meetings.
- Represent the Sub-Branch and only speaking on matters authorized to do so by the Sub-Branch Board and shall be entitled to one vote.
- Attending any meeting of District Representatives meeting for the purpose of presenting the views of the Sub-Branch on any matter of which notice in writing has been given to District Representatives and notification of approval of such attendance has been forwarded to the Sub-Branch by the District President or if elected/appointed the Company Secretary.

DUTIES OF THE ALTERNATE DELEGATE TO DISTRICT REPRESENTATIVES BOARD

The Alternate Delegate to the District Representatives meeting is responsible for:

- Attending the District Representatives meetings when the Delegate is unavailable.
- Attending the District Representatives meeting with the Delegate to understudy the duties of the Delegate if approved by the Sub-Branch.
- Attending any meeting of District Representatives meeting for the purpose of presenting the views of the Sub-Branch on any matter of which notice in writing has been given to District Representatives and notification of approval of such attendance has been forwarded to the Sub-Branch by the District President or if elected/appointed the Company Secretary and shall be entitled to one vote, in the absence of the Delegate.

DUTIES OF THE QUARTER MASTER

The Quarter Master is responsible for administration of the Sub-Branch Property and ensuring that:

- All property is correctly accounted for.
- Advising the Board of any repairs or maintenance required and ensuring that the Board's directions regarding the method of repair or maintenance are carried out.
- Advising the Board of any unrepairable Sub-Branch property.
- Advising the Board of any Sub-Branch property held surplus of Sub-Branch requirements.
- Ensuring that Sub-Branch property is disposed of in accordance with directions of the Board.
- Ensuring that any Sub-Branch property of historical significance is properly identified and maintained.
- Reporting to the President any known Sub-Branch property discrepancies.
- Ensuring any weapons held for display are secured in accordance with Queensland Firearms Legislation.

- Maintain a property register that is to be checked annually.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE SUB-BRANCH INTERNAL CHECKER

The Sub-Branch Internal Checker is responsible for checking the financial administration of Sub-Branch and ensuring that:

- All duties as per the *Incorporations Act* are complied with.
- Complete an internal check on a quarterly basis.
- Report any discrepancies to the President and Treasurer.
- Submit a report to the Board at the bi-monthly meetings after the audit period.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE EVENTS COORDINATOR

The Sub-Branch Events Coordinator is responsible for ensuring that:

- Control the Social Sub-Board if established and task Members to complete various functions.
- On occasions where authorised by the Board conduct additional fund-raising activities (less badge and poppy sales) for the Sub-Branch.
- Preparation of any Sub-Branch events, annual dinners, annual luncheon, annual breakfasts, mental health functions/outings, social outings. Preparation includes any entertainment for the approval of the Board.

- Obtain appropriate quotes for services and/or food for submission to the Board for acceptance.
- Advertise and co-ordinate the Sub-Branch functions as listed on the Sub-Branch social calendar.
- Prepare the Sub-Branch social calendar for approval by the Board.
- Submit a report to the Board at the bi-monthly meetings.
- For Dinners, is to:
    - Have the menu options provided to the Board for approval.
    - Produce a seating plan in conjunction with the Secretary for the President's approval.
    - Produce place cards if deemed appropriate.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE WELFARE AND/OR PENSIONS OFFICER

Often an RSL Welfare Officer is likely to be the first person a veteran will contact when they need information or assistance. RSL Sub-Branch Welfare Officers need to build and maintain many links and associations throughout the local community to be an essential information source for providing veterans and their families with information about services and other resources that might be available to them in the area.

The Welfare and/or Pensions Officer are to work strictly within their Sub-Branch Letter of Authorization and are to be suitably qualified and current before undertaking the following duties:

- Assess and address client needs and then provide advice and/or assistance on welfare entitlements, pensions, benefits, accommodation, medical treatment, rehabilitation and other forms of welfare.
- Visit and assist where possible the sick, elderly and needy Members.
- Provide Members with contacts for Advocates and other agencies that may be able to provide assistance to them.
- Maintain contact with the District Welfare and Pensions Officers.
- Undertake training on a regular basis to maintain qualifications and currency – professional development as directed or required.

- Maintain client information and welfare administration.
- Maintain strictest confidentiality at all times.
- Always act in the best interests of the Sub-Branch
- Supervise, guide, mentor, task and train Welfare Support Officers
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place.

The duties of an RSL Sub-Branch Welfare Officer is to advise the Board about issues that require resolution, require Board awareness and may include, but not be limited to, any of the following:

- providing emergency relief or financial assistance to serving and ex-serving members of the Australian Defence Force;
- providing emergency relief or financial assistance to ex-serving members of Commonwealth and allied forces;
- providing emergency relief or financial assistance to members' widows or their dependents under certain circumstances;
- providing bereavement assistance;
- providing information regarding counselling services available to veterans and their families;
- providing information regarding aged care services and assistance for carers;
- facilitating people to stay safely at home through Veterans Home Care/HACC services;
- conducting and/or supporting home and hospital visitations; and
- providing information, support and guidance for RSL volunteer home and hospital visitors.

DUTIES OF THE NEWSLETTER EDITOR

- Is to produce the bi-monthly Sub-Branch Newsletter (In the Trenches).
- Ensure the articles in the newsletters are appropriate (tone/language/non-political) and if unsure seek clearance from the Sub-Branch President.
- The Sub-Branch newsletter contact list must have the following information clearly noted in the document:

WARNING

The North Gold Coast Sub-Branch Inc. contact list is issued subject to the conditions laid down in the Federal Privacy Act 1988. This contact list is for use by the Members of the North Gold Coast Sub-Branch Inc. to enable communication between the Members. Particulars are not to be communicated to a third party for reasons other than above.

DUTIES OF THE CADET UNIT/SCHOOLS LIAISON OFFICER

Provide a point of contact for the Cadet Unit and schools in the Sub-Branch area of responsibility to enable the following:

School Liaison Officer

- Organise speakers for commemorative events
- Coordinate RSL support to days of significance
- Build a relationship by visiting each school in the area 2 times per year. It's about the necessity for face to face meetings regularly to build a relationship. Of course, there will be email interaction to but regular on-going physical contact is required so that the schools will work with us to fund raise and we, in turn,
- Help schools to educate children from an ADF/veteran perspective.
- Aim to get all or most of the schools' involvement in selling poppies for ANZAC Day with the Schools Liaison Officer to get stock from the Fund-Raising Coordinator deliver to the schools and then collect leftovers and cash raised to return to Treasurer (cash) for banking and stock to the Fund-Raising Coordinator.
- Work closely with the Secretary

Cadet Unit Liaison Officer

- Build a relationship by visiting each Unit in the area 3 times per year.
- Help the cadet units educate cadets from an ADF/veteran perspective.
- Organise cadets in uniform to assist with Anzac Day plaque sorting and handing to school kids to lay.
- Organise for cadets to assist escorting VIP's for wreath laying.
- Organise for cadets to assist the sub-branch's badge selling teams before Anzac Day and Remembrance Day by helping to sell and collect donations.
- Work closely with the Secretary

DUTIES OF THE FUND-RAISING COORDINATOR

- Co-ordinate all the Sub-Branch fund raising activities associated with ANZAC Day and Remembrance Day.
- Recommend to the Board badge and poppy sales locations and sale dates.
- Liaise with the site Team Leaders to develop a proposed merchandise list and determine the expected expenditure amount. Provide the details to the Board for the authorisation of expenditure.
- Liaise with the Treasurer for cash floats.
- Ensure Team Leaders are briefed on the work health and safety requirements of the site.

- Assist the site Team Leaders if required to coordinate Sub-Branch Members as part of the sales team for their designated selling location.
- Assist site Team Leaders to secure merchandise and money daily, if required.
- Assist site Team Leaders to bank all monies raised daily (where possible), if required.
- Coordinate the return any unsold merchandise to vendors once the reconciliation is completed, where possible.
- Compile a reconciliation spreadsheet to the Board to reflect expenditure, income, stock on hand and profit/loss within one (1) month of close of sales.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitutions (National, State, District and Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded
- Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE FUND-RAISING SITE TEAM LEADER

- Coordinate Sub-Branch Members as part of the sales team for their designated selling location.
- Ensure team members are briefed on the work health and safety requirements of the site.
- Secure merchandise and money daily.
- Bank all monies raised daily (where possible).
- Advise the Treasurer of all banked amounts and furnish deposit slips for such transactions.
- Return unsold merchandise to the Fund-Raising Coordinator once selling days are closed.
- Always act in the best interests of the Sub-Branch
- Any other duties assigned to him/her by the Board by notice in writing signed by the President.

DUTIES OF THE HISTORICAL DISPLAY COORDINATOR

Plan, coordinate and establish Military focussed historical displays for Anzac Day at:

- Club Helensvale

- Gold Coast City Council Upper Coomera
- Other sites as required.

DUTIES OF THE SUB-BOARD CHAIRPERSON

- Comply with the Constitution and the Manual.
- Coordinate and lead the Sub-Board on the activities of the Sub-Board to meet the goals and objectives of the Sub-Board.
- Report to the Board the overall workings and/or progress of the Sub-Board.
- Where and when required, maintain records of proceedings and ensure such records are lodged with the Secretary.
- Hold such meetings as required for the conduct of Sub-Board business and make recommendations (not decisions) to the Board.
- Always act in the best interests of the Sub-Branch
- Have a good knowledge of the Constitution (Sub-Branch), the Sub-Branch By-Laws
- Work toward continual improvement of the Sub-Branch
- Ensure any potential conflict of interests are disclosed and recorded

Be aware of any Statutory Laws relevant to the Sub-Branch and ensure appropriate policies are in place.