

WA CLASSICAL BALLET
TEACHERS' ASSOCIATION
INC.

INFORMATION HANDBOOK

Guidelines for Office Holders &
Committee Members





Guidelines for Chair

Characteristics to consider:

- The Chair must be an impartial individual, working for the good of the Association.
- The Chair must be capable of making good decisions without differing.
- The Chair should have a clear vision of the goals of the organisation, and ensure all decisions are in alignment with the organisation's vision and mission.
- The Chair must treat all with fairness, equality and inclusion.

Responsibilities of the Chair:

- Represents the Association.
- Submit all suggestions, queries, and requests (from members or otherwise) to the secretary for inclusion in agendas.
- Helps to set meeting agendas, as above.
- Oversees the running of the Association; is consulted about activities/functions/events for the Association, ensuring that the committees are functioning well, and that the financial situation of the Association is under control.
- Ensures that the Association acts, at all times, in accordance with the Constitution and any other legal constraints or requirements which may apply.

Chair's function during meetings:

- The Chair makes sure that the meeting is held in correspondence with the agenda and its standing orders.
- The Chair makes sure that order prevails at the meeting all the time. He/she ensures that the meeting is properly held and conducted accordingly.
- The Chair ensures that previous minutes are read before the commencement of the meeting. He/she also makes sure that the minutes read, are correct.
- The Chair of a meeting is responsible for putting matters to vote if consensus is not reached.
- After a vote has been held, it is the Chair's responsibility or rather duty to declare the voting results.
- The Chair will clarify any misunderstanding that erupts during the course of a meeting. This may include deferring the item and seeking advice later.
- The Chair lets members of the meeting know whether progress is being made, or not. At the end of the meeting, the Chair can let members know what they have achieved.
- The Chair sees to it that the meeting is not overshadowed by irrelevant discussions.

NOTES:

What is the purpose of a chairperson for a meeting?

The purpose of a chairperson is to ensure that the participants of a meeting stick to the agenda, respect each other and respect the rules of the meeting. The chairperson of a meeting also has the final say when it comes to setting the agenda of the meeting. What is the role and responsibility of a chairperson for a meeting?

The roles of a chairperson are to set the agenda, lead the meeting, maintain order at the meeting, ensure the conventions of the meeting are being followed, ensure fairness and equality at the meeting, represent the group to the public and to approve the formal minutes of the meeting after they have been formatted, to confirming that they are a correct and truthfully representation of the events at the meeting.

What's involved with being a chairperson for a meeting?

The chairperson welcomes everyone to the meeting, and then starts the meeting at the appropriate time. They must introduce each section of the agenda as they move through it, and they must ensure that the participants of the meeting stick to the agenda, without getting side-tracked. It is up to the chairperson to formally call the meeting to a close. Once the meeting is over, it is the chairperson's responsibility to formally approve the minutes of the meeting which have been recorded. He or she may also be called upon to represent the opinions of those at the meeting to the public.

Where does a chairperson fit into the meeting process?

The chairperson of the meeting should be involved at all stages of the process, from planning through to follow-up. They may have assistance from other people at times (e.g. finalising plans) but they have the ultimate responsibility for things like confirming the agenda and approving the minutes.

How does a chairperson impact on meeting?

The chairperson is responsible for setting the agenda of the meeting and ensuring that the participants stick to this agenda. The chairperson must also make sure that participants obey the conventions of the meeting. They must make sure that all of the participants of the meeting are treated fairly and equally.

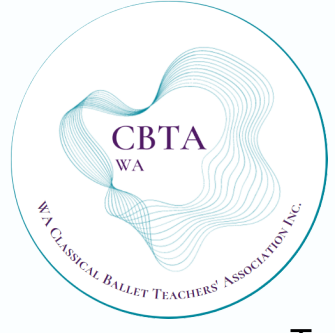


Guidelines for Secretary

The Secretary is the most important role in any committee.

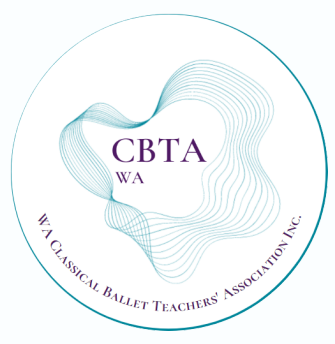
1. Making sure meetings are organised and minuted efficiently.
2. Maintaining administration, records and governance requirements.
3. Upholding the legal requirements of the industry the committee is based in (charity law, nonprofit law, etc.).
4. Thorough communication and correspondence

- Liaise with the Chair to set meetings' agendas.
- Attend and minute all committee and General Meetings
- Maintain the WACBTA Inc. website.
- Ensuring the WACBTA website is maintained
- Maintaining the Membership records
- Deal with correspondence in and out in conjunction with the Chair.
- Be available to assist in functions and events.
- Contact members and advise of meetings and other relevant information.
- Assisting with all communications
- Book pianists, venues, guest teachers etc, for events.
- Be involved with the committees in organising the annual calendar of the Association.
- Requesting and receiving nominations for committee positions before an annual general or special meeting.
- Requesting input from Members
- Liaise with the Chair re any problems they perceive with members and/or events in general, and between the Treasurer and the Secretary - the Association should be run efficiently and in a financially responsible manner.



Guidelines for Treasurer

- To secure and invest cash funds held by the Association in consultation with the Management Committee.
- To receive incoming funds, issue receipts, record receipt of funds according to their nature and to deposit in an Association bank account or other approved financial institution without delay.
- To regularly reconcile bank accounts.
- To pay all accounts on time.
- To maintain a record of the location of Association funds and who are signatories of such deposit accounts.
- Where sufficient funds exist, to ensure that funds surplus to normal working requirements are advantageously invested until they are required to be used.
- To ensure that sufficient funds are available at call in working accounts so that payments can be made by their due date and not risk being dishonoured for lack of funds.
- Where the Association is required to deduct taxation from salaries, the treasurer must ensure that payments are made to the Australian Taxation Office and that full records are kept.
- To ensure that Superannuation details are provided to the Association, if necessary.
- To ensure that GST requirements are met, Business Statements lodged, payments made, and appropriate refunds obtained, if necessary.
- To ensure that the financial records of various functions/events of the Association are kept.
- To prepare financial reports on a regular basis for presentation to the Management Committees for their consideration, and to advise in advance (where possible) of any foreseen financial difficulties.
- To prepare any financial statements required for anything legal, and for transparency.
- To present annual financial statements with records for audit, allowing sufficient time for completion of the audit before annual general meetings are held.



CODE OF CONDUCT

for Committee members

All members of committees or sub-committees of the WA Classical Ballet Teachers' Association Inc. (WACBTA) are bound by this Code of Conduct. Members of such committees should familiarise themselves with this Code and contact that committee's Chairperson if they should become aware of any breaches of this code.

The objective of this Code of Conduct is to ensure that high standards of individual behaviour are observed by persons representing WACBTA in the context of their roles as members of WACBTA's committees.

As a member of a committee of WACBTA, you are expected to:

Act fairly and impartially, with honesty and integrity:

- be open and transparent in your dealings;
- use the power of your position responsibly;
- ensure that any possible conflict of interest is disclosed or avoided;
- avoid bias, discrimination, caprice or self-interest;
- strive to earn and sustain public trust and the trust of WACBTA's membership at a high level.

Foster a culture of respectful communication

- be respectful of others when participating in discussions, attending meetings (in-person or virtual), sending emails, posting on social media or other online forums, or interacting with others in both public and private settings.
- refrain from making negative or disrespectful comments about WACBTA, the WACBTA Management Committee, or WACBTA members in all settings – both in-person and virtual.
- respect the opinions of your colleagues even if they differ from yours. There may be times when a WACBTA committee member disagrees with a decision of its leadership or with a position expressed by a fellow member, but these disagreements must be handled with professionalism, decorum, and respect.
- promote constructive feedback. WACBTA committee members are keen to deal positively with constructive feedback, but WACBTA is also committed to a zero tolerance for bullying or harassing conduct.

Use information appropriately:

- keep all committee discussions and decisions completely confidential unless expressly authorised to promulgate them
- ensure information gained as a member of a committee is only applied to proper purposes and is kept confidential;
- ensure that any personal information coming to your attention as a member of a committee is handled in compliance with WACBTA's privacy obligations.

Exercise due care, diligence and skill:

- ascertain all relevant information;
- make reasonable enquiries;
- understand the financial, strategic and other implications of decisions.

Act in good faith in the best interests of WACBTA:

- demonstrate accountability for your actions;
- accept responsibility for your decisions;
- avoid activities that may bring you or WACBTA into disrepute.