

MCA Executive Committee Member

All Management Committees have an important role to play in the Association. Committee Members will be nominated at the Annual General Meeting, or via email, with the appropriate Nomination Form. Their duties are to attend any Executive or General Meetings, continuing education events, Annual Awards Dinner and representative role as delegated by the President. The Executive Committee provides the office bearers with opportunities to discuss their respective duties and to develop collegiality and team-work.

DUTY STATEMENT

MCA EXECUTIVE COMMITTEE MEMBER

DUTY STATEMENT

Title:	Executive Committee Member	Elected Date:	July Each Year
Length of Term:	Minimum 2 Years	Reports to:	Executive Committee
Salary/Remuneration:	Volunteer	Last Revision Date:	1 July 2018
Key Performance Indicators:	Attendance/Tasks	Prepared by:	Tim Murphy/Con Zarafetas

SUMMARY

The Executive Committee is convened by the President and may be called on to exercise leadership between General Meetings if quick decision, actions or statements are required on the Association's behalf.

The Executive Committee is also competent to call special meetings of the Association. All major decisions taken by an Executive Committee between meetings should be fully reported to the next General or special meeting of the Association with a view to securing the meeting's endorsement for the decisions taken.

All work performed and provided to the Association including intellectual, and where not previously claimed legally by others, is irrevocably the property of the Masonry Contractors Australia Ltd.

PRIMARY RESPONSIBILITIES

1. Support Executive Committee members by participating actively and constructively in Committee meetings.
2. Regularly attend Executive Committee and General Meetings (where possible, or be represented) and important related meetings (not to miss more than 3 per calendar year).
3. Must remain a financial member.
4. Participate in discussions and decisions of the Executive Committee.
5. Support all decisions outside the Committee meetings.
6. Volunteer to support organisational activities as time allows.
7. Contribute to strategic/operational planning processes and monitor performance.
8. Ensure that the organisation is properly administered, and that the Committee is actively involved in the activities of the group.

9. Ensure any tasks assigned are completed within designated timeframes.
10. Take part in training sessions as required.
11. Represent the organisation at significant events.
12. Accepts assignment to special roles according to the needs of the Association.
13. Is familiar with the Constitution and Rules.

ADDITIONAL RESPONSIBILITIES

1. Accomplishes all tasks as appropriately assigned or requested.
2. Promote and encourage MCA Membership and Annual Dinner.
3. Attend Annual Dinner with a table.

QUALIFICATIONS AND SKILL REQUIREMENTS

1. Display a high standard of due diligence and care for the organisation.
2. Ensure the Association carries out activities in accordance with its intended purpose.
3. Act in the best interests of the Association.
4. Exercise powers for their proper use.
5. Respects privacy and confidentiality of information obtained in the course of the operation of the Association.
6. Disclose potential conflicts as they arise.
7. Adhere to the Association Code of Conduct.
8. Encourage new ideas and a good listener.

TIME COMMITMENT REQUIRED

1. Attend Executive and General Meetings monthly, or be represented.
2. Annual Awards Dinner attendance.

EXPENSE POLICY

It is the policy of the Association to reimburse Executive Committee Members for Association related costs according to the prior written/email approval of the Executive Officer.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Work may require frequent overnight travel. Work may require frequent visits to construction sites and be exposed to those weather conditions. The noise level in the work environment could be moderate to high.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee/volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee/volunteer is to stand; walk; sit use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee/volunteer must be able to lift and/or move up to 16kg. Specific vision abilities required by the job include close vision, distance vision, colour vision, peripheral vision, depth perception and the ability to adjust focus.

AGREEMENT

I.....have read, understand and agree to the Terms and Conditions set out about regarding the roles and responsibilities placed upon myself in signing this document. I also agree to abide by the Association Constitution and any sub sequential Executive Committee changes and with regard to any health or safety direction given by the Association at any time.

Sign:.....

Date:.....