

Flinders Pride Committee

Committee Roles and Responsibilities

Chair

The Chair leads the committee, ensuring smooth operations and that all members contribute to discussions and decisions.

Responsibilities:

- Chairing meetings and facilitating discussions
- Setting meeting agendas (in consultation with the Executive Officer and Secretary)
- Ensuring all members are heard and that the meeting stays on track
- Leading decision-making processes and casting a deciding vote in the event of a tie
- Acting as the spokesperson for the committee
- Liaising with other stakeholders, organisations, or groups as necessary
- Ensuring action points are followed up post-meeting.

Executive Officer

The Executive Officer supports the Chair and manages the administration of the committee.

Responsibilities:

- Supporting the Chair in strategic planning and coordination
- Ensuring compliance with any legal or procedural requirements
- Coordinating communication between committee members and external parties
- Overseeing the implementation of decisions made by the committee
- Maintaining records of committee activities and decisions
- Assisting the Secretary with meeting organisation (e.g., booking venues, arranging technology).

Secretary

The Secretary handles the administrative tasks of the committee and ensures accurate record-keeping.

Responsibilities:

- Writing and distributing minutes from each meeting
- Circulating agenda and papers prior to meetings
- Maintaining an accurate register of members
- Tracking action items and ensuring they are followed up
- Communicating key decisions and reminders to members
- Handling correspondence to the Committee



Treasurer

The Treasurer oversees the financial management of the committee.

Responsibilities:

- Preparing and presenting financial updates at meetings
- Monitoring the committee's budget and ensuring funds are used appropriately
- Collecting and recording receipts for expenses
- Keeping accurate records of all transactions
- Ensuring compliance with financial policies and regulations
- Preparing the annual budget and financial forecasts

Committee Members

Committee members are a diverse cohort that represent the various facets of the university.

Responsibilities:

- Attending a minimum of 50% of scheduled meetings each calendar year
- Actively engaging in Committee meetings and discussions
- Support and participate in Committee activities and initiatives such as preparing for events, supporting stalls and engaging with members of the Flinders Pride Network
- Contribute to other activities as identified by the Committee.