



ROLE OF THE COMMITTEE

The committee plays a crucial role in the association by overseeing and managing its affairs, in particular its social and ethical objectives, and to ensure compliance with these Articles of Association, to convene General Meetings in writing, take decisions relating to the admission of members and their possible exclusion. These decisions must be ratified by the AGM, keeping the association's accounts, which are submitted to the auditors each financial year; set up a technical team responsible for implementing the decisions adopted; adoption of agreements with third parties. If an agreement has a major impact on the association, the committee can let the GM act. The committee Responsible for drawing up the budget; designate those responsible for signatures.

The members of the committee are elected by the association's members and are responsible for making decisions on behalf of the organization. This includes setting goals and objectives, developing policies and procedures, and ensuring that the association's activities align with its mission statement.

The committee also serves as a liaison between the association and its members, providing regular updates on the organization's progress and communicating important information to members. Additionally, the committee may work closely with other organizations or individuals to promote the association's goals and objectives and to secure funding or other resources for the organization.

Overall, the committee plays a vital role in ensuring that the association operates effectively and efficiently, and that it continues to serve the needs and interests of its members.

The chairperson / president

The role of the chairperson in an association is Effective Managing Different Personalities and Opinions (EMDPO)

It's essential to be able to manage a range of personalities and opinions, while still making sure that everyone feels heard and valued.

A chairperson is responsible for leading meetings, ensuring that all members have an opportunity to participate and share their ideas, and making sure that the association is functioning effectively.

The chairperson also acts as a liaison between the association and external stakeholders such as government officials, community organizations, and the media. Additionally, the chairperson may be responsible for overseeing the association's finances, managing membership lists, and organizing events and activities.

The chairperson must also have the ability to delegate tasks and responsibilities to other members and ensure that they are carried out effectively. In addition to these



responsibilities, a chairperson must be knowledgeable about the association's mission, goals, and history. This will help them make informed decisions and guide the association towards success.

A successful chairperson must also be willing to listen to feedback and make adjustments when necessary. Overall, the role of a chairperson is critical to the success of an association, and it requires dedication, hard work, and effective communication skills.

Ultimately, a successful chairperson is organized, communicative, and able to inspire and motivate others to work towards the association's goals.

The secretary and vice-secretary

The role of a secretary and vice-secretary in a committee is essential to the smooth functioning of the organization. The secretary is primarily responsible for keeping accurate records of the meetings and proceedings of the committee. They are expected to take detailed minutes of the meetings, including information such as the date, time, location, attendees, agenda items, decisions made, and action items. The secretary is also responsible for distributing the meeting minutes to all members of the committee in a timely manner.

The vice-secretary plays a supportive role to the secretary and assists him/her in his/her duties. The/she may take over the duties of the secretary in their absence or when they are unable to perform their duties. The vice-secretary may also take on additional responsibilities as delegated by the secretary or the committee chairperson.

Both the secretary and vice-secretary are expected to work closely with the committee chairperson to ensure that the committee runs efficiently and effectively. They are key players in the decision-making process and play a crucial role in the success of the committee. Overall, the role of the secretary and vice-secretary is vital in ensuring that the committee meets its objectives and goals.

Distinguishing the Roles of the Chairperson and the Secretary in the Association.

When it comes to running the association, it's important to have clear roles and responsibilities for each member of the team. Two key positions in any association are the Chairperson and the Secretary, each playing a unique role in the success of the organization.

The Chairperson is typically the leader of the association, responsible for presiding over meetings and providing direction and guidance to other members of the team. They are often the public face of the organization, representing it at events and speaking on its behalf to the media and other stakeholders.



The Secretary, on the other hand, is responsible for the administrative tasks involved in running the association. This includes keeping records of meetings, maintaining membership lists, and ensuring that all correspondence is properly handled and filed.

While the roles of Chairperson and Secretary may seem very different, they are both essential to the smooth operation of any association. By working together, these two individuals can help to build a strong and successful organization that serves the needs of its members and achieves its goals.

The treasurer in the association

The treasurer is an important member of any association or organization. Their primary role is to manage the finances of the association, ensuring that funds are being used effectively and efficiently. This involves keeping accurate records of all financial transactions, including income and expenses, and maintaining a budget that reflects the needs and goals of the association.

The treasurer is also responsible for overseeing the collection of membership dues and other fees, as well as managing any investments or other financial assets held by the association. They may be involved in fundraising efforts, helping to secure donations or grants to support the association's activities.

In addition to their financial responsibilities, the treasurer may also play a broader role in the governance of the association. They may work closely with other board members or committee chairs to help shape the strategic direction of the association and ensure its long-term sustainability.

Overall, the treasurer is a key player in the success of any association or organization. By managing the finances effectively and working collaboratively with other members, they help to ensure that the association can achieve its goals and serve its members in the best possible way.

Signing of the official's documents

It is usually the responsibility of the chairperson or president of the committee to sign them. However, the secretary or vice-secretary may also be authorized to sign certain documents on behalf of the committee, such as meeting minutes or letters. It is important that whoever signs official documents is authorized to do so and adheres to the policies and procedures of the committee to ensure that all documents are legally binding and accurate.

10.12.2023

For the committee