



The Pagan Collective of Victoria, inc.

# Committee Roles and Responsibilities 2019 - 2020

## Information for Committee Members

In addition to the information provided here, potential committee members should also familiarise themselves with:

- **Victorian Consumer Affairs' Model Rules of Association**, available at:  
<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/rules#model-rules>
- **The PCV's Policy Documents**, available on our website: <http://pagancollective.org/committee/policies/>
- **The PCV's Mission Statement and Standards**, available on our website:  
<http://pagancollective.org/about/mission-statement/>
- **The Committee holds meetings in accordance with the Model Rules of Association and our own meeting policy:**  
*"A committee meeting can take place with a quorum of Executive Committee (office bearing) members plus two non-office bearing members."*
- **Meetings take place every two months in locations across Victoria** to cater to and reflect the locations of our diverse range of members. In the past these locations have included Melbourne, Northcote, Belgrave, Upwey, Ballarat and Castlemaine.

## Committee Roles and Responsibilities

### **General Committee Members**

- Attend committee meetings
- Have voting rights on committee matters and decisions
- Assist with other organisational or administration roles within the Collective.
- Assist with the organisation and running of PCV events and initiatives.

### **President**

- Chair committee meetings
- Maintenance of the website, Facebook page and other social media presence.
- Coordinate content for website to ensure regular posts take place.
- Coordinate Community Calendar
- Assist with the organisation and running of PCV events and initiatives

## **Secretary**

- Lodge official paperwork with regulatory bodies
- Maintain membership database
- Take minutes at committee meetings
- Assist with the organisation and running of PCV events and initiatives

## **Treasurer**

- Receive moneys paid to the PCV and issue receipts in the name of the PCV
- Works with the Secretary to maintain the membership database
- Maintain the PCV's bank account
- Maintain the PCV's financial records
- Make any payments authorised by the Committee from the PCV's funds
- Assist with the organisation and running of PCV events and initiatives

## **Vice President**

- Chair committee meetings in the President's absence
- Assist with the organisation and running of PCV events and initiatives
- Assist with maintenance of the website and Facebook page

## **Community Liaison**

- Liaise with key members of Victoria's various Pagan Groups and Traditions where appropriate to ensure that the PCV and its initiatives remain inclusive to, and representative of, the majority of Victorian Pagans.
- Assist with maintenance of the website, Facebook page and other social media presence.
- Assist with the organisation and running of PCV events and initiatives