



## **Management Charter: Duties and responsibilities of portfolio holders on the OCA Management Committee**

### 1 The duties of the chairperson include, but are not limited to

- a) Chairing the Association's meetings unless another chair is identified for a particular event.
- b) representing the Association to external stakeholders
- c) providing strategic leadership to the Association
- d) overseeing the Association's management tasks
- e) facilitating the activities of the Association in conjunction with the Management Team

### 2 The duties of the deputy-chairperson include, but are not limited to

- a) chairing the Association's meetings in the absence of the Chairperson
- b) supporting the Chairperson in his or her roles
- c) assisting in the Association's management tasks
- d) taking leadership when delegated by the Management Committee

### 3 The duties of the Treasurer include, but are not limited to

- a) maintaining oversight of all income and expenditure of the Association, including keeping records of all income, expenditure, assets and liabilities
- b) reporting to the Management Committee and members on all income, expenditure, assets and liabilities of the Association.
- c) Ensuring the financial procedures of the Association are followed and that care is taken to ensure the resources of the Association are appropriately spent
- d) Advising on all financial matters
- e) ensuring that the authorisation on all expenditures is consistent with the Association's agreed procedures
- f) ensuring the Association appoints an accounting officer to enable the Association to meet its financial obligations in terms of clause 6.9 and 6.10
- g) collecting all subscriptions due by members

h) Liaise with the secretary to ensure that new members and member renewals are updated on the Association's membership list

i) Fulfil all duties in line with the Finance Management Policy.

4 The duties of the Secretary include, but are not limited to

a) ensuring the smooth administration of the Association.

b) Maintain proper records and minutes of all meetings and mailing of minutes to members within 7 days of any meeting.

c) Notifying members of meetings including agendas and supporting documents for meetings, consistent with the time period required for notice as outlined in section 15 of the OCA Constitution.

d) In conjunction with the Treasurer, maintaining the membership database for the Association including updating of the database with new members.

e) Ensuring internal communication systems to reach members are updated and functional

f) Providing the ward councillor for Observatory with a notice and agenda of all meetings, as well as minutes of all meetings.

g) Ensuring that the Association contact details are regularly updated with the City of Cape Town and any other key stakeholders

h) Ensuring that any correspondence directed to the Association reaches the appropriate Management Committee or sub-group or task team members.

5. Portfolio holders may delegate responsibilities to other Management Committee members where they are away for extended periods of time and need another Committee member to complete a task needed for the functioning of the Association.

6. Sub Group Conveners elected onto the Management Committee, or any newly co-opted Sub-Group Leaders, shall act as liaison between the Committee and their Sub Group and fulfil the expectations of conveners outlined in section 11.5 of the OCA Constitution.

7. Task Team Leaders, shall act as liaison between the Committee and their Task Team and fulfil the expectations of conveners outlined in section 11.6 of the OCA Constitution.

21 July 2019