



## OCA MANAGEMENT CHARTER

( Adopted on the 3rd September 2019 in conjunction with the OCA Constitution )

### **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.