



CHAIRPERSON

The responsibilities of this role include, but are not limited to:

General

- To ensure that Ballarat Writers remains viable and appropriate to the membership
- To provide support to all members of the committee to operate, function and develop within their own roles
- To encourage and provide an overview for planning and development within the scope of Ballarat Writers
- To ensure that the membership and community members are considered a priority when decisions are made at a committee level
- To work with other likeminded and local stakeholders to further the work of Ballarat Writers within the Ballarat region
- To seek new ideas and work with the committee to explore opportunities for funding and extend the vision for Ballarat Writers into the future
- To generally encourage promotion to Ballarat Writers to the wider community

Specific

- To work closely with Treasurer and Secretary to ensure that processes and function relating to finances and administration are adhered to and followed under the guidelines of 'Modern Rules for an Incorporated Association'
- To chair committee meetings or, when needed, appoint a chair for specific meetings
- To ensure, in conjunction with the Secretary, that all recordings of minutes are accurate
- To represent Ballarat Writers with external funding bodies
- To attend, when able, meetings of special interest or invitation from other relevant organisations
- To oversee (with the Secretary) the functions, planning and running of the AGM
- In conjunction with the Treasurer, to ensure all financial reports are produced and presented to committee meeting and AGM
- To be a spokesperson for Ballarat Writers and/or nominate a committee member to do so on occasion