



## PAPUA NEW GUINEA ASSOCIATION OF AUSTRALIA, INC.

[www.pngaa.org](http://www.pngaa.org) / [www.memorial.org.au](http://www.memorial.org.au)

### Position Descriptions for PNGAA Management Committee

***The responsibility of all Committee members is to promote the objectives of the Association. As Committee members may be scattered Australasia-wide with a minimum number of three meetings per annum and regular email correspondence, members need to be able to regularly communicate by computer, and occasionally phone, at their cost. Specific positions will need to manage regular access to computer to communicate in a timely way.***

***Experience shows that email contact can be managed whilst travelling – either by the Committee member themselves or by asking support from another Committee member.***

**President:** The President is responsible for leadership, direction and coordination of the activities of the Association in a manner which promotes the objectives of the Association.. The President: a) presides, whenever possible, at all general and Management Committee meetings; b) acts as a signatory for the Association in all legal and financial purposes; c) serves as official spokesperson when required; d) works with the Management Committee; e) oversees development of relevant policies, strategic and business plans in order to achieve the goals of the Association; f) prepares an AGM agenda in consultation with other Management Committee office bearers.

The President promotes the historical and future relationship between Papua New Guinea and Australia at both community and government levels.

*Computer literacy is necessary, and experience in public speaking and written communication desirable. A broad knowledge of PNG history and a passion to nurture its future are welcome attributes.*

**Secretary:** The Secretary is the guardian of the process of meetings: arranges meetings, including AGMs, and keeps formal records of the Committee's process and decisions through the minutes of the meeting, and records of correspondence.

*Computer literacy is necessary, and experience in spreadsheet/record keeping is desired.*

**Treasurer:** The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

The Treasurer: a) prepares an annual budget, in consultation with the President and Finance Sub-committee, projecting income and expenditure for the financial year of the Association; b) maintains an accurate record of all receipts and expenditure of the Association in appropriate file format; c) receives all monies, including membership subscriptions paid to the Association; d) pays all accounts presented to the Association in a timely manner; e) ensures that all invoices are approved by two (2) members of the Management Committee; f) prepares and presents a written financial statement for each Management Committee Meeting; g) prepares financial statements for presentation at the Annual General Meeting; h) arranges for audit of the annual financial statements; i) completes and lodges the annual return with NSW Fair Trading.

*Financial reporting, banking, book keeping and record keeping skills are essential.*

**Editor:** The Editor, **together with PNGAA's Production Designer**, is responsible for the compilation and publication of four (4) issues per annum of *PNG Kundu*, Journal of the Papua New Guinea Association of Australia, Inc.

The key role of *PNG Kundu* is to record historical and contemporary items, and other relevant matters concerning the Association and its objectives; promote the Association and disseminate information to members.

The role entails enquiry – sourcing and receiving articles from members, liaising with a panel of expert 'section' reviewers and, if necessary, with a compositor/printer for publication and the Association's Webmaster regarding the incorporation of selected articles on the website.

*Computer literacy, experience in writing and editing, and positive communication is necessary. A historical background and contemporary knowledge/ experience with or about Papua New Guinea are desirable.*

**Membership Officer:** The Membership Officer maintains the register of members. This role includes managing new membership applications, following up when advised about departed members, issuing reminder notices about due and overdue membership subscriptions, liaison with the Committee including communication about membership and subscriptions and regularly advertising membership of the PNGAA through PNG Kundu and social media. The Membership Officer requires strong computer literacy and liaises with Webmaster regarding updating the Members Only area of the website.

*Computer literacy is necessary, and experience in positive phone and written communication is essential.*

**General member:** General members will support the officer bearers in carrying out their duties in whatever capacity they are able. A passion for the role of the Association is desired. An ability to initiate the promotion of the Association, **encouraging membership**, and to support events and projects is desirable.

*Computer, team work, networking and positive communication skills will assist the work tremendously. **Assisting with social media, highlighting the activities and benefits of membership all help.** Specific skills such as assisting in communications, the website, public relations, sponsorship and grant applications will assist the goals of the PNGAA however volunteers are needed in working group and sub-committee capacities too.*

Other specified roles include:

**Events Co-ordinator:** The Events Co-ordinator initiates and manages **social and promotional events for the PNGAA and in liaison with other groups/organisations. Regular advertising these in PNG Kundu and on social media is helpful.**

*Computer skills, organisational and networking skills supported with positive phone and written communication will make this job a breeze.*

**PNGAA Archivist and Collection Co-ordinator:** The Collection Co-ordinator manages the storage of the PNGAA Collection of artefacts, books, film/videos, photographs and diaries, identifying and recording items, cataloguing, digitisation and storage of items in the PNGAA storage facility in Sydney. The ongoing promotion of existing and recent acquisitions in the Association's media including *PNG Kundu*, website and Facebook is essential.

*An enquiring mind with an interest in the significance of this role for the future Australian/ Papua New Guinea relationship is desirable.*

*Computer and organisational skills desirable. Positive phone and written communications will help develop this important area.*

**Webmaster:** This person will initiate and oversee updates to the PNGAA website, liaising regularly with all officers of the Committee as necessary. **Members interested in joining a website/social media team are also required – please contact [membership@pngaa.net](mailto:membership@pngaa.net).**

**For further information on the roles within the Management Committee, please contact Chris Pearsall, PNGAA Secretary, or one of the Committee members listed in the front of the latest issue of *PNG Kundu*.**