** 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 members themselves or by asking for 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) works with the Management Committee; b) presides at all general and Management Committee meetings; c) acts as a signatory for the Association in all legal and financial purposes; d) represents the association publicly and serves as official spokesperson when required; 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; g) liaises with members

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

*Written communication skills and Computer literacy are necessary, with experience and/or comfort in public speaking. A broad knowledge of PNG's history and a passion for nurturing its future are welcome attributes.*

**Secretary:**

The Secretary is a critical member of the leadership team, over time a knowledge resource for the organisation, and the person who keeps track of the organisation’s governance obligations. The Secretary must start with the following competencies:

* Strong People and Communication Skills
* Capable Writing Skills
* Administrative Skills
* General understanding of Governance requirements
* Advanced Technology Skills with experience in Microsoft 365 Suite

This is an extremely busy role to ensure the smooth operation and effective communication within the Management Committee and the broader membership, averaging about 10 hours a week. Within PNGAA the Secretary is also a Board Member, as defined in the Rules of Association and is responsible for organisation and process of Committee meetings.

A position statement for this position is available upon request.

**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; j) Ensure that the Membership Officer is provided with regular updates of all subscription payments made by members.

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

**Editor:**

**T**he Editor 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, working closely with the Production Designer**,**

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. 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. 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 and to support events and projects is desirable.

*Computer skills, teamwork, networking, positive communication skills and a flexible ‘have-a-go’ outlook will assist the work tremendously.*

*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 the working group and sub-committee capacities for every role too.*

*Other specified roles include:*

**Events Co-ordinator:** *The Events Co-ordinator initiates and manages social and promotional events in liaison with other state based coordinators, groups and organisations.*

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

**PNGAA 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 required long term storage of items in the PNGAA storage facility which is located presently in Sydney. The ongoing promotion of existing and recent acquisitions in the Association’s media, including PNG Kundu, website and Facebook, is essential. Working with other team members to find a permanent space to display the collection will help.*

*An enquiring mind with an interest in the significance of this role for the future Australian/Papua New Guinea relationship is needed. A link to some learned experts in the area is required or the ability to seek out advice when needed especially in the area of donated PNG artefacts. There is some heavy lifting involved and you should either be able to accommodate this or be able to secure the help of others who can assist.*

*Computer and organisational skills are essential. 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 and external platform stakeholders.

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