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2. DUTIES OF OFFICERS

(1) The President

- (a) Shall be the official spokesperson for the Institute at the national level on matters of policy;
- (b) Shall where practicable represent the Institute on formal occasions and at meetings with senior politicians and other persons of high office;
- (c) Shall preside as Chairperson at each general meeting, Council meetings and Executive Committee meetings;
- (d) Shall play a prominent role in the conduct of the National Conference;
- (e) Shall be an *ex officio* member of the External Relations Standing Committee, if not otherwise appointed to that Committee;
- (f) Shall present a report to the Annual General Meeting; and
- (g) May undertake other duties as agreed with the Council or Executive from time to time

(2) Vice President (Australia)

- (a) Shall keep abreast of Institute matters and activities of the President with a view to undertaking the duties of the President as and when required;
- (b) Shall monitor the Corporate Plan and guide Institute activities and goals in accordance with this plan; and
- (c) May undertake other duties as agreed with the Council or Executive Committee from time to time.

(3) Vice President (New Zealand)

- (a) Shall keep abreast of Institute matters and activities of the President with a view to undertaking the duties of the President as and when required;
- (b) Shall monitor the Corporate Plan and guide Institute activities and goals in accordance with this plan, particularly in relation to New Zealand matters; and
- (c) May undertake other duties as agreed with the Council or Executive Committee from time to time.

The Secretary

- (a) Shall cause to keep minutes of the resolutions and proceedings of each general meeting, each Council meeting and each Executive meeting in accordance with Rule 28;
- (b) Shall cause to keep and maintain the Membership Register in accordance with Rule 5 (1);
- (c) Shall cause to send notices of general meetings to members in accordance with Rule 11 (1);
- (d) Shall keep in his or her custody or under his or her control all books, documents and securities of the Institute in accordance with Rule 35 (1);
- (e) Shall coordinate the review of applications for memberships and Associate membership;
- (f) Shall be an *ex officio* member of the Membership Promotions Standing Committee, if not otherwise appointed to that Committee;
- (g) Shall present a report at the annual general meeting; and
- (h) May undertake other duties as agreed with the Council or Executive Committee from time to time.

(4) The Treasurer

- (a) Shall cause to collect all monies due to the Institute and make payments authorised by the Institute in accordance with Rule 29 (1)(a)
- (b) Shall keep correct accounts and books showing the financial affairs of the Institute in accordance with Rule 29 (1)(b);
- (c) Shall cause the accounts of the Institute to be audited by a qualified Auditor or Auditors appointed by the Council in accordance with Rule 29 (3)
- (d) Shall prepare an annual budget and review this periodically against income and expenditure;
- (e) Shall present periodic reports to meetings of the Council and Executive Committee on the financial status of the Institute;
- (f) Shall present an annual audited Financial Report to the Annual General Meeting; and
- (g) May undertake other duties as agreed with the Council or Executive Committee from time to time

(5) The Newsletter Editor

- (a) Shall coordinate the production of a regular newsletter for Institute members; and
- (b) May undertake other duties as agreed with the Council or Executive Committee from time to time.

(6) The Journal Editor

- (a) Shall coordinate the production of the *Australasian Journal of Environmental Management*;
- (b) Chair the editorial committee of the *Australasian Journal of Environmental Management*; and
- (c) May undertake other duties as agreed with the Council or Executive Committee from time to time.

(7) The Public Officer

- (a) Shall be responsible for ensuring that the operations of the Institute are undertaken in accordance with the *Victorian Associations Incorporation Act 1981*;
- (b) Shall present a report at the Annual General Meeting;
- (c) Shall lodge an annual report including the annual audited financial report with the Registrar of Incorporated Associations;
- (d) Shall advise the Registration of Incorporated Associations of amendments to the Rules of Association and other matters as required under the *Associations Incorporations Act 1981*; and
- (e) Shall be responsible for the custody of the Common Seal of the Institute.

(8) Councillors

- (a) Shall provide the primary link between the Council and Divisions to inform Divisional Committees of Council activities and represent the views of the Divisions to Council;
- (b) Shall present regular reports to the Council on behalf of the Divisions;
- (c) Shall present reports to the Divisions following each Council meeting;
- (d) Shall encourage and facilitate interactions between the members of the Divisional Committees and appropriate members of the Executive Committee; and
- (e) May undertake other duties as agreed with the Council or Executive Committee from time to time.