



By-law 2 – Duties of Officers

(1) The President

- (a) Shall be the official spokesperson for the Institute 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 and Board meetings.
- (d) Shall play a prominent role in the conduct of the Annual Conference.
- (e) Shall chair the Audit and Risk Committee.
- (f) Shall present a report to the Annual General Meeting.
- (g) May undertake other duties as agreed with the Board 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 in relation to Australian matters.
- (c) May undertake other duties as agreed with the Board 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.
- (c) May undertake other duties as agreed with the Board from time to time.

(4) The Secretary

- (a) Must ensure that minutes are taken and kept of each general meeting in accordance with Rule 38.
- (b) Shall cause to be kept and maintained the Membership Register in accordance with Rule 15(1).
- (c) Must give notices of general meeting to members in accordance with Rule 29.
- (d) Must ensure that all books, documents, and securities of the Institute, except for financial records, are kept in accordance with Rule 44(2).
- (e) Shall coordinate the review of applications for Memberships and Associate Memberships.
- (f) May undertake other duties as agreed with the Board from time to time.
- (g) Shall lodge an annual report including the annual audited financial report with the Registrar of Incorporated Associations, with delegation to the Executive Officer for implementation.

- (h) Shall report annually to the Australian Charities and Not-for-profits Commission on the Institute's performance, with delegation to the Executive Officer for implementation.
- (i) Shall report annually to Inland Revenue in relation to the performance of the New Zealand Chapter, with delegation to the Executive Officer for implementation.
- (j) Shall advise the Registrar of Incorporated Associations of amendments to the Rules of Association and other matters as required under the Associations Incorporations Reform Act 2012 (Vic) with delegation to the Executive Officer for implementation.
- (k) Must ensure that the common seal of the Institute is kept.

(5) The Treasurer

- (a) Must ensure that all moneys paid to the Institute are collected and payments authorised by the Institute are made in accordance with Rule 45 and 77.
- (b) Must ensure that that the financial records of the Institute are kept in accordance with the Act.
- (c) Must keep in their custody, or under their control the financial records for the current financial year, and any other financial records as authorised by the Board in accordance with Rule 78(3) with delegation to the Executive Officer for implementation.
- (d) Must ensure the accounts of the Institute are audited by a qualified Auditor or Auditors appointed by the Board, in accordance with Rule 45(3).
- (e) Shall chair the Finance Committee.
- (f) Shall prepare an annual budget and review this periodically against income and expenditure with delegation to the Executive Officer for implementation.
- (g) Shall present periodic reports to meetings of the Board on the financial status of the Institute.
- (h) Shall present an annual audited Financial Report, that has been certified by the Board, to the Annual General Meeting in accordance with Part 7 of the Act.
- (i) May undertake other duties as agreed with the Board from time to time.

(5) All Board Members

- (a) Must become familiar with these Rules and all laws, legislation, and regulations that the Institute must comply with.
- (b) Are collectively responsible for ensuring that the Institute complies with the Act and that individual members of the Board comply with these Rules and all laws, legislation, and regulations that the Association must comply with.
- (c) Must exercise their powers and discharge their duties with reasonable care and diligence.
- (d) Must exercise their powers and discharge their duties in good faith in the best interests of the Association, and for a proper purpose.
- (e) Must not make improper use of their position, or information acquired by virtue of holding their position: so as to gain an advantage for themselves or any other person or to cause detriment to the Institute.
- (f) Must perform any other duties imposed from time to time by resolution at a general meeting.

(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.
- (c) May undertake other duties as agreed with the Board.

(7) Advisory Council

- (a) Provide the primary link for the Board with Australian Divisions, New Zealand Chapter and Special Interest Sections to inform the Australian Division Committees, New Zealand Chapter Committee and Special Interest Section Management Committees, and, to represent the views of the Australian Divisions, New Zealand Chapter and Special Interest Sections to the Board.
- (b) Shall present regular reports to the Board on behalf of the Australian Divisions, New Zealand Chapter and Special Interest Sections.
- (c) Shall present reports to the Australian Divisions, New Zealand Chapter and Special Interest Sections following each Advisory Council meeting.
- (d) Shall encourage and facilitate interactions between the members of the Australian Divisional Committees, New Zealand Chapter Committee, Special Interest Sections, and appropriate members of the Board.
- (e) May undertake other duties as agreed with the Board from time to time.