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 and Board meetings

(d) Shall play a prominent role in the conduct of the Annual Conference

(e) Shall chair the Finance and Audit 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; and

(c) May undertake other duties as agreed with the Board from time to time

(4) **The Secretary**

(a) Shall cause to keep minutes of the resolutions and proceedings of each general meeting and each Board 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 be the custodian of 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 present a report at the annual general meeting

(g) May undertake other duties as agreed with the Board from time to time

(h) Shall be responsible for ensuring that the operations of the Institute are undertaken in accordance with the Associations Incorporation Reform Act 2012 (Vic), with delegation to the Executive Officer for implementation

(i) 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

(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; and

(k) Shall be responsible for the custody of the Common Seal of the Institute, with delegation to the Executive Officer for implementation.

(5) 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 Board 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 Board on the financial status of the Institute

(f) Shall present an annual audited Financial Report to the Annual General Meeting

(g) May undertake other duties as agreed with the Board 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

(c) May undertake other duties as agreed with the Board
(7) **Advisory Council**

(a) Shall 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