



SIRA Committee, Subcommittee and Contractor Role descriptions – July 2024

Contents

President.....	2
Vice-Presidents	3
Secretary.....	4
Treasurer.....	5
Other role descriptions.....	7
Accountant	7
Buildings Manager	8
Hall Booking Officer	8
Communications Coordinator	9
IT Manager.....	10
Emergency Water Manager.....	11
Emergency Water Monitor	12
Community Vehicle Coordinator	13



President

Provides leadership and direction for SIRA while keeping within the bounds of the Association's rules and democratic processes.

Ensures that SIRA is compliant with NSW laws and rules relating to incorporated associations.

Chairs SIRA Committee Meetings, General Meetings and the Annual General Meeting.

Liaises with the Secretary and all committee members to set the agenda for meetings.

Presents a President's Report at SIRA meetings.

Liaises with and ensures SIRA is represented at meetings of organisations such as Northern Beaches Council and Ausgrid; ensures that minutes are circulated to the committee and community, as appropriate and in a timely manner.

Consults with the committee about and prepares correspondence and notices on behalf of SIRA with the Secretary.

Updates the community about current issues via a variety of forums and with the support of the Secretary and Community Engagement and Communications Subcommittee.

Informs the Secretary of incoming mail to the President.

May be a signatory to SIRA bank accounts and on the request of the Treasurer approve transactions in a timely manner.

Ensures that responsibilities are transferred from previous office bearers to new office bearers after the Annual General Meeting.

Provides an induction for new office bearers and committee members into their roles and responsibilities – including SIRA constitution, code of conduct, services provided and purchased by SIRA on behalf of the community etc. The President should draw on the experience of committee members, particularly those previously involved in Governance to deliver the induction

Ensures all committee members are chairing, co-chairing or involved in one or more subcommittees.

Ensures management of ongoing contracts is handed over to new committee members/ office holders and parties to the contract are informed of new SIRA contacts.

Signs contracts between SIRA and external organisations or entities, as authorised by the committee.

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.



Vice-Presidents

Brief Role Description

Assist the President to perform his/her duties, especially in handling complaints

Share tasks with the executive team to ensure obligations and commitments are met

Step in for the President when required

Chair or co-chair at least one SIRA subcommittee

Detailed Role Description

Assist the President to perform his/her duties, including handling complaints

Chair meetings in the absence of the President

Perform other duties of the President in the President's absence

Chair or co-chair at least one SIRA subcommittee

Liaise with and represent SIRA at meetings of organisations such as Northern Beaches Council and Ausgrid; ensure that minutes are circulated to the committee and community, as appropriate and in a timely manner

Consult with the committee about and prepare correspondence, notices and updates on behalf of SIRA with the Secretary, Communications Subcommittee and IT Manager

May sign contracts approved by the committee on behalf of SIRA

Either or both Vice Presidents are signatories to the SIRA bank account and authorised to approve transactions

Ensure privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members



Secretary

Brief Role Description

Ensures that SIRA is compliant with NSW laws and SIRA's constitution in relation to members, meetings, elections and other matters

Receives and distributes incoming and outgoing communications

Answers members' queries or delegates the query to the appropriate committee member

Prepares and distributes meeting agendas

Takes minutes of committee meetings

Detailed Role Description

Ensures that SIRA is compliant with NSW laws and SIRA's constitution in relation to members, meetings, elections and other matters

Adheres to the SIRA Community Engagement and Communications Charter

Follows the SIRA Communications Strategy document

Collects and files copies of all mail and electronic mail; distributes to relevant SIRA committee members, subcommittees and service providers in a timely manner; gives any invoices and monies to Treasurer

Answers members' questions and comments in consultation with President, SIRA committee and subcommittees

Prepares agenda for meetings in liaison with President and SIRA committee; records community requests and motions; provides agenda and notice of committee meetings for publication in SIRA News

Records all incoming and outgoing correspondence necessary to be reported at committee meetings; presents a Secretary's Report at committee meetings

Takes minutes of committee meetings; distributes draft minutes to committee within 2 weeks of meetings; finalises minutes for approval at following committee meeting; posts draft and approved minutes on website

Liaises with subcommittees on behalf of the SIRA committee; updates and distributes subcommittee membership details to all subcommittee members

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members



Treasurer

Brief Role Description

Adheres to SIRA's Finance and Insurance charter

Oversees SIRA's accountant and ensures that SIRA's Accounting Controls and Procedures are followed

Chairs the SIRA Finance and Insurance Subcommittee

Ensures all financial reporting and tax obligations are met, including the Annual Report

Produces and presents a monthly Treasurer's report

Drafts annual budget

Detailed Role Description

Adheres to SIRA's Finance and Insurance charter

Follows SIRA's Accounting Controls and Procedures document

Chairs the SIRA Finance and Insurance Subcommittee

Drafts an annual budget for the organisation

Drafts one-off project budgets for presentation to the committee

Liaises with Independent Reviewer (due to its size, SIRA is obliged to have its annual accounts 'reviewed' by a suitably qualified Independent Reviewer rather than an Auditor).

Ensures all lodgements are made, such as the annual A12 form to Fair Trading NSW, annual insurance declarations and quarterly Business Activity Statements

Co-ordinates and ensures completion of SIRA's Annual Report

Reviews insurance coverage annually or as required

Ensures retained funds are invested safely, ethically and with good returns, in accordance with the wishes of the membership

Produces monthly Treasurer's reports and presents them at SIRA committee meetings

Makes available for inspection all records, books and other documents upon request

Answers questions from committee and ordinary members regarding treasury

In partnership with the executive, liaises with Council regarding all matters financial

Assists in the processes of applying for grant funding, progress reporting and project acquittal reporting

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members



Committee members

Chair or co-chair a subcommittee

Manage service providers to ensure service is carried according to contract

Engage the Scotland Island community in issues on the SIRA annual agenda

Do not collect mail, unless authorised by the Committee

Subcommittee Chairs

Brief new Chair and subcommittee members on work in progress and provide background information

Be available to advise on projects

Engage in activities to manage and progress items in their area of responsibility

Actively recruit community members to join the SC

Hold regular meetings with SC members

Write reports on SC actions and send to SIRAC before each SIRAC meeting

Provide end-of-year reports for the Annual Report and

Provide information to Communications SC to update and maintain the pages on the Scotland Island Community Website related to their area of responsibility



Other role descriptions

Accountant

Brief Role Description

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable

Produces a set of monthly management accounts

Produces special and ad hoc reports on request

Prepares and lodges BAS reports

Assists Treasurer with the Annual Report

Detailed Role Description

Adheres to the SIRA Finance and Insurance Charter

Follows the SIRA Accounting Controls and Procedures document

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable.

Maintains asset register and depreciation

Produces a set of monthly management accounts

Prepares quarterly Business Activity Statements and associated GST reporting for Australian Taxation Office

Reports quarterly to EasyLink for the Island Community Vehicle

Deals with banks and Paypal to ensure that signatories are maintained and correct, especially when new committees are formed

Prepares ad hoc reports for committee members and sub-committees as requested

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members



Buildings Manager

Last updated March 2024

Brief Role Description

Reports to the Team leader of the Halls/Recreation Club Subcommittee

Works with the Halls/Recreation Club Subcommittee to ensure smooth running of the two community buildings (the Recreation Centre and the Community Hall).

Acts as the contact point for enquiries, Northern Beaches Council, the energy provider and others regarding issues that arise.

Oversees and liaises with the cleaning contractor

Checks community building and Catherine Park assets, including safety equipment, water tank levels and grass mowing, and reports maintenance issues to the SIRA Committee and Northern Beaches Council.

Detailed Role Description

Checks building assets, including safety equipment, air conditioner and remote, water tank levels, quality of water and gutter clearing

Keeps buildings tidy and orderly, and carries out minor repairs, as appropriate

Reports maintenance issues to Northern Beaches Council where appropriate

Cleans buildings on a weekly basis, or more frequently if needed

Ensures that consumables, such as sponges, toilet paper and all cleaning products, are adequately stocked

Arranges for a contractor to clean internal high windows in Community Hall space and fans in Rec Centre

Arranges for NBC to get high hall external windows cleaned

Checks that fire exit doors are not obstructed to allow safe passage in an emergency

NOTES: Northern Beaches Council's Responsibilities

- Building repairs - contact Council's Customer Services Centre to inspect and rectify
- Cleaning of external windows – contact Trudi Seymour, Property Officer, Property Commercial & Tourist Assets t: 02 8495 6187 m: 0403 856 467 Trudi.Seymour@northernbeaches.nsw.gov.au
- Roof and gutter cleaning – currently done monthly by NBC Contractor.
- Catherine Park grass mowing - carried out on a six-weekly schedule, weather depending. Special holidays and events may require a special request to Trudi Seymour.
- Catherine Park barbecue cleaning – carried out on a weekly/fortnightly basis by NBC Contractor.

Hall Booking Officer

Ensures the smooth running of the Scotland Island Community Hall and Recreation Centre, in accordance with the SIRA Community Hall Charter, Community Hall Fees and Charges 2021 document and the Community Hall Information for Hirers 2017 document.

Responds to email and telephone enquiries about buildings hire as well as direct bookings on the website.

Liaises with and assists buildings users and receives and records complaints.



Maintains records of buildings hire, arranges for invoices and notifies Treasurer of hire charges.

Liases with SIRAC, Halls Subcommittee and its team leader, and reports any loss or damage, repairs, maintenance or replacement of items required.

Attends Hall Subcommittee meetings and assists in preparing Buildings Report for SIRA Annual Report.

Ensures privacy of all personal information collected.

Communications Coordinator

Last updated November 2023

Brief Role Description

Issues SIRA News to the membership when necessary. SIRA News editions include, but is not limited to the following:

- NBC communications such as road works, provision of services, and other developments;
- Ausgrid notices of outages and road closures
- SIRAC notifications of meetings, decisions, and developments;
- SIRA Subcommittee communications re decisions, developments, and events
- RFS notifications of fire issues
- Community requested notifications such as community events or programs

Liases with members of SIRAC and/or residents to arrive at agreed messaging and to ensure accuracy in messaging.

Upload documents to Scotland Island Community Website related to SIRA News contents when links need to be published urgently.

Make decisions about whether further consultation is required on sensitive notices and send drafts to the Communications Subcommittee members for advice/editing/consultation.

Liase with PON editor when needed to provide information or prevent duplication.

Relay replies received to communications@sira.org.au regarding SIRA News to the relevant SIRAC member, or reply to replies when possible.

When on leave or otherwise unable to perform the duties above, liaise with IT Manager to send out SIRA News.

When leaving the role, train successor in operation of Wild Apricot messaging technology and in uploading documents to Scotland Island Community Website using WordPress.

Detailed Role Description

Edits requested messaging when needed (e.g. when drafts are supplied)

Provides drafts of SIRA News to issuing Subcommittee Team Leaders when relevant to message and negotiates on appropriate wording.

Creates (by screenshots) of images not provided in jpg, tiff or png format.

Uploads relevant images to accompany SIRA News to the Wild Apricot image library.



Send tests to self of all SIRA News and test all links, QR codes etc before issuing to membership.

Adheres to the SIRA Community Engagement and Communications Charter.

IT Manager

Last updated October 2023

Oversee and Manage the IT requirements of SIRA

Overview of Duties

Maintains and manages SIRA email, websites, calendar of events, newsletters.

Train and supports committee members in the use of all programs, websites, social media and email accounts SIRA uses.

Maintains membership database.

Facilitate SIRAC and the Communications subcommittee to publish material.

In conjunction with the Water Manager, oversees and manages the Automated Water Booking system in relation to the management of memberships.

Detailed Duties

Maintains the Scotland Island Community Website (scotlandisland.org.au), ensures WordPress and plug-ins are updated and trouble-shoots errors.

Manages the Wild Apricot (membership software and sira.org.au); liaises with companies/ contractors to trouble shoot any problems.

Trains and supports committee members in the use of all programs and social media SIRA uses to conduct its business, including Wild Apricot, WordPress and Facebook.

Enables and organises access to and transfer of SIRA email accounts, programs, social media sites and documents for SIRA committee office bearers and members.

Adheres to the SIRA Community Engagement and Communications Charter.

Follows the SIRA Communications Strategy document.

Updates components/pages/functionality of the Scotland Island Community website – the actual content to be produced by authorised committee and subcommittee members.

Offer suggestions for website improvements.

Posts SIRA communications and meeting notices on the website and posts monthly Management, Accounts and Treasurer's Reports on the website. It is NOT the responsibility of the IT Manager to chase these reports.

Maintains membership database: updates member details, checks eligibility of and registers new members, manually renews memberships, sends invoices and receipts and files membership forms when necessary. This includes inserting water booking identification information.

Responds to queries from members regarding their membership and assists them to use the membership portal.

Attends to any other matter reasonably requested by the Secretary or SIRA committee.



NOT duties of the IT Manager

Creating content for websites, newsletters, social media. This is the responsibility of elected SIRA members.

Chasing reports that are required to be publicly available. This is the responsibility of each subcommittee leader/SIRAC.

Maintaining online calendar of events. This is the responsibility of each event's creator.

View bank details, including for membership or water payments.

Modify any content presented to the IT Manager, apart from readability/accessibility reasons (e.g. converting files to PDF or slight formatting adjustments so as to be easily read online).

Public Officer

Maintains register of potential conflict of interest of committee members

Signs the A12 to be sent Fair Trading within 1 month of the AGM

Provides advice to the SIRA President and committee on legal issues potentially affecting the operations of SIRA

Emergency Water Manager

Last updated December 2023

Brief Role Description

Support and Train the water monitor.

Assist with resolving issues and or disputes with water buyers.

Monitor and organize the maintenance of lines and connections.

Request residents to remove any material or vegetation on the line in front of their property.

Monitor building works that might impact the lines and arrange protection in galvanized pipe.

Purchase replacement fittings/pipe as required and order complying fittings for residents to connect to the system.

Liaise with automated booking system contractor on any issues that may arise.

Contact the NBC plumber as required regarding the pipeline from Church Point to meters at Bell steps.

Specific duties:

Support the water monitor and provide backup or relief if they are sick or on holiday.

Join Emergency Water Whats App group to assist communications.

Liaise with automated booking system contractor regarding any issues/interruption to bookings.

Assist in resolving any issues between the water monitor and water buyers and ensure that the SIRA committee is immediately notified of all unresolved disputes.

Oversee contractors clearing vegetation and obstructions from the lines.



Receive reports of breaches or issues impacting the lines from contractors or residents

Engage the plumber to carry out repairs or replacements to the lines as required.

Discuss any problems with water flow from Church Point to the island with NBC plumber.

Purchase replacement parts including, including valves, pipe, adaptors, joiners, clamps, washers and plugs plus hardware such as star pickets, yellow caps and cable ties to support and protect the lines.

Differentiate between main line maintenance and private line maintenance where water buyers are responsible for their own private connection to the line.

Order and invoice water buyers for parts and maintenance of private connections or provide the treasurer sufficient information to raise an invoice to the water buyer.

Supply tax invoices to the accountant monthly.

Approve invoices of suppliers and contractors for payment by SIRA accountant

Advise the Water Monitor of any time off required, where possible, at least one month in advance, and arrange a suitable replacement for that period.

If the contractor needs to undertake an alarm call out then they may invoice separately each month for their time at the standard contractor rate, currently \$51.75 per hour.

Advise the Principal when any future significant expenditure on the water line might be expected.

Emergency Water Monitor

Manage the Emergency Water booking operational requirements for Lines 1,2 and 3.

Specific duties:

Oversee the booking process, water delivery and invoicing.

Be generally available for customer queries by phone, text or email from 8am to 8pm, 7 days per week.

Join Emergency Water Whats App group to assist communications.

Manage and resolve issues with water purchasers.

Attend to any pump alarms and liaise with the automated booking system contractor over any faults that may arise.

The contractor will undertake up to two alarm call outs per month. If there are more than two alarm call outs required, then the contractor will invoice separately each month at the standard contractor rate.

Liaise with the automated booking system contractor over any faults that may arise

In a timely manner advise the Water Manager of any breaches or breaks in the Emergency Water line.

Follow the Emergency Water Guidelines and Procedures for Monitors.

Prepare a monthly reconciliation of water sales using meter readings and the information downloaded from the automated booking system. Provide this information to the principal's accountant as soon as possible after the end of each month.

Follow up unpaid invoices.

Report any water purchase or delivery issues to the SIRA Executive.



Supply tax invoices on a monthly basis.

Water Monitor's tax invoices may be raised once the month has concluded, and the reconciliation of water usage and water invoiced has been completed.

Advise the Water Manager of any time off required, where possible, at least one month in advance, and arrange a suitable replacement for that period.

The Monitor must have an ABN and is paid on invoice once per month. The Monitor may be registered for GST but it is not a requirement.

Community Vehicle Service

Specific functions:

Provide a reliable transport service for residents of and visitors to the Island

Engage with Easylink Community Transport on administration of the service

Liaise with Easylink Community Transport on the funding annual budget

Provide quarterly reports to Easylink Community Transport

Co-ordinator

Report to Easylink on vehicle operation

Emergencies and troubleshooting, train new drivers, driver incident reports

Arrange service/maintenance, book barge, organise any minor repairs

Safely house the fuel box and containers

Report to SIRAC

Other duties

Statistical Reporting:

- Prepare and reconcile quarterly statistical reports to submit to Easylink and SIRAC

- Design and print notices and updates, print log sheet

- Prepare meeting agendas, arrange and record meeting minutes, distribute minutes

- Maintain operational material in vehicle, keep driver roster driver and contact list updated

Collect and fill fuel containers and deliver to vehicle

Undertake maintenance and minor repairs, tyre repair

Clean vehicle, check oil and water

