

Responsibilities of the MSNA Inc Executive Committee Members

The executive committee is responsible for managing the affairs of MSNA Inc as an incorporated association and has several responsibilities under law.

An incorporated association management committee must:

- Have a nominated address for documents to be served (this must be a physical address not a Post Office Box)
- Register land or interests in land
- Ensure the incorporated association's name appears on the common seal
- Ensure the incorporated association's full name appears on all official documents such as advertising, business letters, accounts, official notices, publications, cheques and receipts
- Ensure the financial affairs are audited or verified annually
- Control the business and operations of the incorporated association
- Keep public liability insurance current, if the incorporated association holds any
- Ensure proper accounting records are kept which correctly record and explain the transactions of the incorporated association and its financial position
- Lodge an annual return using the form your incorporated association is sent by Fair Trading Queensland
- Notify Fair Trading, within one month, of changes of office bearers (President, Treasurer or Secretary), the incorporated association's Queensland based postal address, or the Secretary's residential address
- Ensure a copy of the incorporated association's rules is available to all members
- Ensure the audited or verified financial statements of the accounts of the incorporated association are submitted to members at the AGM
- Ensure an appropriate Secretary is elected or appointed
- Ensure that an AGM is held each year within six months of the end of the incorporated association's financial year
- Ensure the incorporated association complies with its rules on calling and holding meetings
- Ensure minutes of all committee and general meetings are kept.
- In addition, members of the committee should:
 - Be aware of the duties of the Secretary and ensure they are properly carried out
 - Use reasonable care and skill in the performance of their duties
 - Act in good faith
 - Advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (e.g. advise if any incorporated association activities might result in a financial gain to themselves)
- Ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- Ensure documents provided to Fair Trading or submitted to members do not contain or omit anything that make it false or misleading.

The rules of the incorporated association may set out additional obligations and specific restrictions on the power of the committee. As a result, each member of the committee should be familiar with the incorporated association's rules and any obligations under those rules.

Source: Queensland office of Fair Trading

Office Bearers: Roles

Purpose:

MSNA Inc as the peak body for multiple sclerosis nursing in Australasia endeavours to support the advancement of the specialty of MS Nursing. MSNA Inc strives to provide professional development opportunities for nurses with continuing education opportunities, support of nurse led research and peer networking.

1: The President chairs the executive committee and plays a major role in the incorporated association's meetings. Under the model rules, the President is required to chair all meetings they attend. If the President cannot attend a meeting for any given reason, either the Vice-President or another member of the executive committee can be nominated as chair.

The President ensures an efficient and well run organisation by establishing good relationships and:

- Has vision of where the association is heading and how it will succeed
- Develops collaborative relationships with stakeholders
- Plans meetings in consultation with other executive members
- Follows up action items for previous meetings
- Has impartiality, firmness, tact, commonsense, confidence and respect

The President's duties and responsibilities include:

- Convening meetings
- Ensuring meetings are run according to the constitution
- Giving all an opportunity to speak
- Ensure financial accountability
- Ensure all members are informed of organisational direction

2: The Vice President supports the President by

- Chairing the delegates meetings in the Presidents absence.
- Sharing duties and responsibilities as agreed.
- Being supportive and attending meetings.
- Chair designated Sub-Comities of the organisation.
- Substitute for the President when required.

3: The Secretary is primarily responsible for managing the records of the incorporated association. If these records are not completed appropriately, it is possible the incorporated association will be breaching the law or misleading members, and the executive committee could be held liable.

The Secretary will also:

- Take and keep of minutes for the incorporated association's meetings
- Keep the register of financial members
- Take nominations for the executive committee and State Delegate positions
- Provide appropriate notice to members for meetings
- Call and convene special general meetings
- Arrange the meeting venue and prepare the agenda
- Coordinate any correspondence or reports to be presented at meetings
- Circulate the minutes of meetings to members
- Complete any actions arising from meetings that require correspondence
- Receive all incorporated association correspondence and bring urgent matters to the attention of the President and / or Treasurer if necessary

4: The Treasurer is responsible for the financial management of the incorporated association.

The Treasurer will:

- Keep and maintain an asset register for the incorporated association
- Keep all documentation for payments made including receipts, invoices and statements
- Keep and maintain the incorporated association's deposit and cheque books
- Ensure that accurate banking records are maintained including monthly reconciliation
- Ensure that all payments are approved or ratified by the executive committee and that they are recorded in the minutes
- Keep a copy of the full financial audited records in Queensland
- Keep either a receipt book of consecutively numbered receipts, or computer system records of them.
- Have a carbon receipt book available if needed for cash payments.

All Positions are Voluntary

Tenure: (refer to MSNA Inc Constitution Rules)

Nominated and voted for by financial members at the AGM.

Application must be seconded by a financial ordinary member.

Term of 3 years - may be renominated.

Financial (ordinary) Member of MSNA.

Remuneration:

Economy airfare and 2 nights' accommodation is funded to facilitate attendance at the AGM (One per State). If unable to attend may nominate a financial member to represent them.

Web & Communications Officer is responsible for supporting the organisational direction through electronic medium such as the MSNA Inc website and electronic newsletters.

Responsibilities include:

- Support President with organisational communication / newsletters
- Support Vice President with all sub-committees when convened.
- Supporting all members of the Executive Committee and State Delegates with relevant and appropriate communication and website updates.
- Liaise and support Local Organising committee for annual conference communication and advertising when required.
- Work with external webmaster / host to ensure requests for service / updates are coordinated and as cost effective as possible.
- Ensure invoices for web hosting are forwarded to Treasurer and Secretary in a timely manner.
- Respond to or forward when relevant all enquiries generated through the website by members and non-members.
- Provide feedback from members to Executive Committee regarding website content, access and communications.

Tenure: (refer to MSNA Inc Constitution Rules)

Nominated and voted for by financial members at the AGM.

Term of 2 years - may be renominated.

Financial (ordinary) Member of MSNA.

Remuneration:

Economy airfare and 2 nights' accommodation is funded to facilitate attendance at the AGM.

IOMSN Member at Large/ MSNICB examination representative from MSNA Inc is responsible for acting as the liaison between MSNA Inc and IOMSN (IOMSN M-A-L role) and for participating as the Au/NZ representative on the Board of the MSNICB. This representative must be a Multiple Sclerosis Certified Nurse (MSCN) to sit on this Board (i.e. have passed the MSNICB exam and be currently certified). Calls for nominations to this dual role will be made on a three yearly basis in line with IOMSN tenure guidelines, with nominations considered by the Executive Committee before appointing a suitable candidate. There is the opportunity to participate in sub-committees within MSNICB and also for Executive committee roles after 2 years of membership attendance.

Responsibilities include:

IOMSN M-A-L role:

- Supporting all members of the Executive Committee, State Delegates and Web and Communication Officer with relevant and appropriate communication and website updates regarding IOMSN/MSNICB.
- Respond to or forward when relevant all enquiries generated through the website by members in regards to the IOMSN.
- Provide feedback from members to MSNA Executive Committee to IOMSN as required.
- Report to IOMSN on MSNA Inc activities at MSNICB AGM (see below)

- Full description of role is on the IOMSN website (www.iomsn.org)

MSNICB role:

- Attendance at 2 day annual examination setting meeting and AGM in the USA.
- Annual report to the MSNICB on examination matters/issues in Au/NZ, plus other reports as needed.
- Planning of future MSNICB examinations for Au/NZ and liaison/planning with PTCNY (testing company) on Au/NZ examinations.
- Liaison with MSNA on examinations, education and resources for MSNICB.
- Liaison with MSNICB on issues, questions and correspondence between annual meetings as they arise.
- Address queries from MSNA members pertaining to the MSNICB examination as they arise.
- Further details re: MSNICB full board membership and guidelines are on the website (www.msnicb.org)

Tenure:

- Call for nominations by Executive Committee and representative selected by MSNA Executive Committee.
- Term of 3 years – as per MSNICB guidelines with possible second term.
- Financial (ordinary) Member of MSNA.

Remuneration:

- Economy airfare and 3-4 nights' accommodation is funded by MSNICB to facilitate attendance at the annual examination setting meeting and AGM in the USA.

The Executive Secretary must be a resident of Queensland and is considered the official contact for the Office of Fair Trading in Queensland. This position is NOT a part of the National Executive and does not have voting rights on Executive Committee decisions.

This role is usually filled by the Qld State Delegate, but may be performed by and Qld financial member willing to be responsible for submission of relevant Office of Fair Trading documents. The *Executive Secretary* is NOT remunerated for this work.