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# THE AUSTRALIAN INSTITUTE OF EMERGENCY SERVICES



## Duty Statement Division Registrar and Treasurer

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# DUTY STATEMENT – DIVISION REGISTRAR

The Australian Institute of Emergency Services Articles of Association provides the following clauses:

*92. At the first meeting of the Divisional Sub-Committee, the members shall elect from their number;*

*(b) the Treasurer of the Division,*

*and;*

*100. Each Divisional Sub-Committee shall appoint a Divisional Registrar who shall hold office at the will of the Divisional Sub-Committee. He shall, if possible, attend all meetings of the Division and of the Divisional Sub-Committee and shall be responsible for ensuring that the minutes of all the proceedings of such meetings are properly entered in the books provided for that purpose and he shall issue all notices calling General Meetings of the Division or meetings of the Divisional Sub-Committee. The Registrar shall control the persons employed by the Divisional Sub-Committee subject to the control of the Divisional Sub-Committee. He shall have the charge under the direction of the Board of managing the correspondence and where required of printing and publishing the transactions and proceedings of the Division. The Divisional Registrar shall receive and pay all moneys on account of the Board, shall keep a current account in such Bank as the Divisional Board shall direct and shall furnish a properly audited account to accompany each Annual Report. The Divisional Registrar shall also exercise and perform all such powers, duties and obligations as are by this Constitution or By-Laws hereunder from time to time prescribed.*

Having due consideration to the aforementioned clauses the responsibilities and duties of a Division Registrar and Treasure can be summarised as follows:

## **Divisional Registrars**

**Each Division Registrar is responsible to AIES Division Sub Committee for:**

- . Receipt /acknowledgement of correspondence and keeping records thereof;
- . In conjunction with Division President preparation of Agenda items for the Division Sub Committee meetings, including recording of minutes of proceedings of the Division Sub Committee meetings, and ensuring that action is taken/followed up on items resolved;
- . In conjunction with Division President and Sub Committee, preparing Agenda for Annual General Meeting of Division, sending out notices (either by electronic or postal means) in respect thereof, and recording and keeping of Minutes of the Division AGM;
- . Distribution of nomination forms annually relating to the election of office bearers of the Division Sub Committee.
- . Maintaining the AIES web based Register of Division Members, and removing or admitting members to the Division Register as approved by Division Committee. This includes altering addresses of members and/ or including other membership details such as date of admission, status of member, elevation in status etc., ( Each Registrar is provided with a pass word by the National webmaster to be able to access the database for Division concerned).

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- . Issuing Certificates to persons admitted as Members, Fellows, and Life Fellows of the Institute and advising the National Registrar when members have resigned, died or are no longer financial and have been removed from the National membership database.
  - . Issuing renewal of subscription notices to members a month before the member's subscription becomes due if the member does not have an e:mail address, acknowledging receipt of subscriptions paid by mail and ensuring that the on line AIES members' register is updated when subscriptions are paid. Ensuring that any moneys received from subscriptions, joining fees, donations, social meetings etc., are given to Treasurer.
  - . Receipt/Acknowledgement of Applications to join Institute and referral of Applications to Division Committee for consideration as to admittance as a member;
  - . Maintaining/up-dating the AIES' National journal's (NER) web based on-line Distribution Register. (each Registrar is provided with a pass work to access this database).
  - . Being a joint signatory to Division accounts held with banks, credit unions etc.,
  - . Acts as the Secretary to the Division Sub Committee.

**NOTE:**

If position of Registrar and Treasurer are combined then the Registrar has the additional duties of the Division Treasurer as outlined below. If not then these duties are to be performed by the Division Committee Treasurer.

The duties of the Registrar as enumerated above are not meant to be exclusive and are to be read in conjunction with the requirements detailed in the Articles of Association available for download on the AIES website – National Council Page ([www.aies.net.au](http://www.aies.net.au)).

## **Divisional Treasurer**

### **Each Division Treasurer is responsible to AIES Division Sub Committee for:**

- . Receipt and acknowledgement of all moneys received and recording the transactions in the Division Cash Book or other books of account either electronically or manually, except subscriptions received via the AIES' internet on line membership payment system (e.g., Pay Pal/credit cards)
- . The payment of all accounts for purchases made and duly authorised by the Division Sub Committee;
- . Maintaining bank account statements and reconciling entries from cash book from time to time;
- . Organising the preparation of Division Annual Financial Statement of Accounts, auditing thereof, including books of account, and presentation to the Division Sub Committee for approval and then acceptance by members at Division AGM.
- . Submitting a list of all financial members as at the end of the Calendar Year to the General Secretary/Registrar, including the provision of capitation fees due to General Council prior to April the following year; capitation fees being based on the number of financial members as at the end of the proceeding calendar year.
- . Being a joint signatory to all bank and credit union etc., accounts.

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**NOTE:**

It is essential that the Division Registrar and the Division Treasurer work in close concert with one another, especially if the duties are divided. This is particularly so in regard to subscriptions received, acknowledgement thereof, recording of receipts in accounting documents and the maintenance of an up to date record of financial members. Remember this is required under the Corporations Act.

The duties of the Division Treasurer are not meant to be exclusive. Further requirements are contained in the Articles of Association of the Institute, as well as the Federal Corporations Act, specifically the latter as the AIES is a company registered by ASIC.

**Signed**  
**R. Maul LFAIES**  
**General Registrar**

**1 May 2014**

**Version History**

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