

LICENSING, REGULATION AND ALCOHOL STRATEGY

Checklist for Committee Members

Associations Act 2003

The Management Committee of an Incorporated Association is required to:

- Appoint a Public Officer and ensure that the position is not vacant for more than 14 days.
- Ensure that every 12 months the association prepares the annual statements of accounts and that these are audited by the appropriate person.
- Ensure the annual audited statements of accounts are made available to members at least 14 days prior to the Annual General Meeting.
- Ensure the annual audited statements of accounts are lodged with the Commissioners office within the specified time.
- Ensure Annual General Meetings, Special General Meetings and Management Committee Meetings are held in accordance with the Act and the Constitution. In regards to these meetings, the Management Committee must ensure that minutes are accurately recorded, confirmed by the members, signed by the person who presided at the meeting and retained.
- Ensure they are not persons who are disqualified from holding office or are not to be members of the Management Committee under the Act. See sections 30 and 40 of the Act.
- Ensure the Register of Members, Register of Conflicts and Register of Assets are kept and are up to date.
- Ensure committee members disclose any interest (directly or indirectly) in a contract or proposed contract with the association. Committee Members having such an interest must not vote with respect to that contract.
- Ensure that all disclosures of interest made during the year are tabled at the Annual General Meeting.
- Ensure the activities of the association are in keeping with the constitution of the association (i.e. the activities must be in accordance with the objects and purposes, and powers of the association, as stated in the constitution).
- Act in the best interest of the association and its members.
- Take all reasonable steps to secure compliance by the association with its obligations under this Act.

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