

Schedule Regarding the Executive

1. Definitions

- 1.1. The definitions in section 2 of the CA Constitution are applicable to this Schedule, unless a contrary definition appears here, or a contrary intention is evident.

2. Objectives

- 2.1. To define the respective roles and responsibilities of the Office Bearers of the CA.
- 2.2. To define limits on the management of the CA's finances by the Executive.

3. Roles of Office Bearers

The President

- 3.1. The President shall have all powers and responsibilities granted to him or her by the constitution and schedules.
- 3.2. The President shall be responsible for:
 - 3.2.1. Preparing and submitting reports to the AUU regarding the activities of the CA as the AUU requires.
 - 3.2.2. Acting as Public Officer of the CA, unless Council provides otherwise.
- 3.3. The President shall be a signatory to the CA bank account.
- 3.4. The President shall give a report at every General Meeting of Council.

The Vice-President

- 3.5. The Vice-President shall be responsible for the following:
 - 3.5.1. Providing assistance to the President on all matters relating to the CA.
 - 3.5.2. Fulfilling the roles and responsibilities of the President in their absence.
- 3.6. The Vice-President shall be a signatory to the CA bank account.

The Secretary

- 3.7. The Secretary shall be responsible for all the following:
 - 3.7.1. Maintaining the Register of Members.
 - 3.7.2. Maintaining the Register of Delegates.
 - 3.7.3. Recording and maintaining Minutes of Council and Executive Meetings.

The Treasurer

- 3.8. The Treasurer shall be responsible for the following:
 - 3.8.1. Keeping and maintaining the true and accurate financial records of the CA.
 - 3.8.2. Presenting a report detailing the current state of the CA's finances at each General Meeting of Council.
- 3.9. The Treasurer shall be a signatory to the CA bank account.

The Women's Officer

- 3.10. The Women's Officer shall be responsible for all of the following:
 - 3.10.1. Compiling information regarding the participation of women within the CA and Members.
 - 3.10.2. Promoting the participation of women in the committee's of Members.

- 3.10.3. Promoting the participation of women in the CA.
- 3.10.4. Dealing with issues of sexual harassment within the CA directed toward women.

Reports at the AGM

- 3.11. Each Office Bearer shall give a report at the AGM.

4. Executive management of Finances

Outside the summer break

- 4.1. Outside the summer break, where Council has not otherwise provided, the Executive may not approve expenditure exceeding \$200, and may not approve more than \$800 during one calendar week.

During the summer break

- 4.2. During the summer break, where Council has not otherwise provided, the Executive may not approve expenditure exceeding \$3000 during one calendar week.

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