

**TO BE AFFIXED IN MINUTE BOOK AND READ BEFORE THE
ANNUAL GENERAL MEETING**

Date: _____

***THERE ARE NO PAST-PRESIDENTS OR PAST EXECUTIVE POSITIONS
IN ANY R.S.L. WOMEN'S AUXILIARY***

DUTIES OF EXECUTIVE OFFICERS

AUXILIARY PRESIDENT

1. To guide and operate the Auxiliary according to the Constitution, Rules and By-Laws of the RSL Women's Auxiliaries [NSW]
2. To ensure all Officers of the Auxiliary comply with and operate according to the Constitution, Rules and By-Laws of the R.S.L. Women's Auxiliaries [NSW]
3. To chair all meetings of Auxiliary and Executive.
4. To maintain close liaison and assist the Executive Officers of the sub-Branch when requested
5. Prepare and present an Annual report which is to be signed by the President, Treasurer and Honorary Secretary, after presentation and acceptance by Annual General Meeting.

VICE PRESIDENT

1. To act on behalf of the President when requested or necessary.
2. To chair all meetings in the President's absence.
3. To act for Treasurer and Hon. Secretary when required.

HONORARY SECRETARY

1. To prepare and send notice of meetings when required.
2. To prepare an Agenda for every meeting and record the minutes of every meeting.
3. To keep a register of all members, recording the date joined, badge number, (if any) the date and the Auxiliary if they transfer elsewhere, the date they resigned or died. Please identify any dual members with '**DM**' after their name.
4. To forward annually to Central Council, prior to March 31st,
 - A list of members, showing joining date and badge number (if any) of each member, with cheque for affiliation fee (\$3 per member.)
 - Balance sheet, entries for Lady Woodward Cup (if applicable)
 - Any Motions to be presented to the Annual Congress of R.S.L. Women's Auxiliaries to be received by Central Council by 28th February each year

5. To attend to all correspondence and present to General Meeting. All correspondence to be kept on file.
6. To present and read all correspondence, circulars, etc., from Central Council to General meetings, then carry out the instructions issued to that meeting.
7. To receive all moneys and issue individual official receipts. Record and balance same, All such money to be handed to Treasurer who will issue a domestic receipt to the Secretary for the total with official receipt numbers.
8. To maintain close and constant lines of communication with President and Treasurer.
9. To keep a register of all Cash Receipt Books purchased and to whom they are issued. (Secretaries and Treasurers to sign for same.) To stamp all Cash receipt books with Auxiliary stamps as soon as purchased. (This record to be viewed by Auditor annually)
10. To place orders with and send payment to Central Council for Stationery, badges, stars Auxiliary spoons, and etc.
All cheques in payment must be drawn in favour of "R.S.L. CCWA."
Details to be endorsed on back of cheque, with letter of explanation.
11. All Donations to be payable to R.S.L. Welfare and Benevolent Institution, with Details on reverse of cheque, accompanied with covering letter.

**NB. ONLY ONE CHEQUE IS NECESSARY FOR MULTIPLE DONATIONS.
ALL CHEQUES TO BE SIGNED BY TWO (2) AUTHORISED SIGNATORIES.**

HONORARY TREASURER

1. To receive all monies from, and check and balance same with Hon. Secretary .Issue a domestic receipt for total, quoting numbers of official receipts.
2. To bank all money immediately, except when banking premises are closed, then make deposit as soon as bank opens for business.
3. To pay all accounts and outstanding charges, after authorisation by a General meeting of the Auxiliary
ALL CHEQUES MUST BE SIGNED BY ANY (2) OF PRESIDENT, SECRETARY AND TREASURER AS AUTHORISED BY AUXILIARY.
4. To prepare a monthly statement for each meeting of Income and Expenditure of Cash book and reconciliation of Bank Balance. Bank Statement to be signed by President after adoption by meeting.
5. To send financial statements of receipts and expenditure to the Auditor for audit and approval. The final audited balance sheet and financial statements must be signed by Auditor, President, Secretary and Treasurer.
 - Two (2) signed copies forwarded to Sub-Branch
 - One (1) signed copy to be placed in Minute Book
 - One (1) signed copy to Secretary to send to Central Council before March 13th each year.
6. If Treasurer is absent from general or Annual General Meeting, the Auxiliary books and financial statements must be available to that meeting.