

## No5G Party Position Descriptions

### Expectations

In all positions, elected members are expected to:

- be committed to the vision, mission and values of the No5G Party
  - provide strategic direction, including monitoring activities
  - have excellent communication and interpersonal skills
  - be focussed, reliable and self-motivated and a team player
  - be understanding of and commitment to the No5G Party's mission and values
  - exercise impartiality and fairness
  - exercise due care and diligence
  - act honestly and in good faith
  - maintain confidentiality
  - not make improper use of his or her position
  - work autonomously and as part of a team
  - keep informed of the activities of the No5G Party and the wider issues that affect its work
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### President

This position is head of the Committee, and effectively has ultimate responsibility and management of the association.

The President is the Chair and preside over all meetings, be the public spokesperson of the party and be a signatory to the No5G Inc bank account.

Requires a person who:

- is focussed and reliable
- is self-motivated and action oriented
- can handle conflicting interests and needs
- understands business and legal compliance and ethical issues

- understands association management issues
- can motivate and manage people
- can keep people focussed, and accountable
- can delegate and manage tasks/activities
- can represent the association in other groups, public and the media
- can act as spokesperson of the association
- can work well with people from inside and outside the association
- is sufficiently detail-oriented to understand compliance and financial issues
- is adept at understanding and managing membership/associated business growth issues
- ideally has previous experience in committee/business management

#### Essential Criteria

- strong interpersonal and communication skills both verbal and written
- be well organised with good administrative skills
- ability to lead, supervise and work as part of a team
- ability to professionally represent the committee to public, media and external organisations
- ability to work under pressure and meet deadlines
- understanding of committee management, finance and accounting processes
- ability to produce and present timely reports for statutory & committee requirements
- knowledge and application of committee/corporate governance issues
- strong knowledge of the industry and wireless electromagnetic technologies relating to human health, security and environmental issues.

#### Desirable Criteria

- ability to manage projects & people
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal and business compliance issues

## Vice President

The Vice President is deputy to the President.

### Duties include:

- presiding over meetings in the absence of the President
- supporting the President in the management of the association
- representing No5G as the public spokesperson, in the absence of or as directed by the President.

### Requires a person who:

- is focussed and reliable
- is self-motivated and action oriented
- can handle conflicting interests and needs
- understands business and legal compliance and ethical issues
- understands association management issues
- can motivate and manage people
- can keep people focussed, and accountable
- can delegate and manage tasks/activities
- can represent the association in other groups, public and the media
- can act as spokesperson of the association
- can work well with people from inside and outside the association
- is sufficiently detail-oriented to understand compliance and financial issues
- is adept at understanding and managing membership/associated business growth issues
- ideally has previous experience in committee/business management

### Essential Criteria

- strong interpersonal and communication skills both verbal and written
- be well organised with good administrative skills
- ability to lead, supervise and work as part of a team
- ability to professionally represent No5G to the public, media and external organisations

- ability to work under pressure and meet deadlines
- understanding of committee management, finance and accounting processes
- knowledge and application of committee/corporate governance issues
- sound knowledge of the industry and wireless electromagnetic technologies relating to human health, security and environmental issues.

#### Desirable Criteria

- ability to manage projects & people
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal and business compliance issues

#### Secretary

The secretary must undertake his/her functions in a timely way and is responsible for the following:

- liaise with the Chairperson to plan meetings
- receive agenda items from committee members, prepare agenda, circulate agendas and reports
- check quorum is present at meetings
- take accurate minutes and circulate accordingly
- ensure relevant parties required for future meetings have been organised
- keep up-to-date contact details for the committee and members of the association.
- file minutes and reports for easy access and keep a record of the associations' activities
- have necessary documents at meetings i.e., governing documents, members lists, minutes etc.
- ensure elections are in line with stipulated procedures
- ensure legal requirements are met where relevant
- send notices within deadlines as required
- manage correspondence (incoming and outgoing)

- file committee correspondence received and copies of replies sent
- report the activities of the organisation to members, media and the public as directed

#### Essential Criteria

- strong interpersonal and communication skills both verbal and written
- strong organisational and administrative skills
- ability to work under pressure and meet deadlines autonomously and as part of a team
- excellent computer and software skills especially MS Office, Word, Excel (or equivalent)
- ability to produce/present reports in appropriate format for statutory/committee requirements
- capacity to prepare minutes in accordance with Act guidelines
- understanding of upholding governing documents
- ability to maintain effective computer records
- understand business and association compliance issues/terminology
- knowledge and application of committee/corporate governance issues
- capacity to undertake the Secretary function
- sound knowledge of the industry and wireless electromagnetic technologies relating to human health, security and environmental issues.

#### Desirable Criteria

- ability to manage projects & people
- good organisational and problem solving skills
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal compliance issues

## Treasurer

It is the duty of the Treasurer of the association to ensure:

- a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

This position would suit a person who has a strong eye for detail, thrives on responsibility, and has the capacity to:

- analyse numbers
- keep control of financial situations
- keep aware of statutory and compliance issues
- advise the committee accordingly
- manage a business

#### Functions

- oversee Financial activities and general good governance of the association
- create Budgets – annually
- report on budget activity as compared to actual results – annually/monthly
- work with the Secretary and other committee members to ensure internal controls, legalities and financial compliance is established, maintained and implemented consistently
- report to committee on monthly and yearly financial activities
- recommend appropriate financial delegations
- co-ordinate and recommend appointment of auditor, if applicable
- sign off on annual audited books, if applicable
- ensure that statutory requirements are met

#### Essential Criteria

- strong interpersonal and communication skills both verbal and written
- strong organisational and administrative skills
- ability to work as part of a team
- understanding of financial and accounting processes

- ability to direct and guide financial/administrative processes to maximise efficiencies and compliance
- ability to work under pressure and meet deadlines
- excellent computer and software skills especially MS Office Word and Excel (proficient in spreadsheets)
- ability to produce and present timely reports in appropriate format for statutory and committee requirements
- ability to explain and interpret financial/compliance requirements to other /committee members
- ability to liaise with other financial/business professionals as required e.g. auditor
- understand business and association compliance issues and terminology
- knowledge of the industry and wireless electromagnetic technologies relating to human health, security and environmental issues.

#### Desirable Criteria

- a minimum Certificate III or IV in Accounting and Bookkeeping (or equivalent)
  - ability to manage projects & people
  - knowledge of business, marketing and/or other relevant skills
  - knowledge of fund raising strategies
  - knowledge of legal compliance issues
  - knowledge of financial management software
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#### Public Officer

The committee must appoint a Public Officer who is over 18 years of age and a resident of New South Wales.

The Public Officer forms part of the No5G Committee and is an authorised signatory for the association.

#### Duties include

- except as otherwise provided by the Constitution, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association
- ensuring No5G Inc complies with its statutory and reporting obligations of NSW Fair Trading
- maintaining association records as required under the Act, must lodge notifications and returns, as required and coordinate a government inspection if required.
- managing the postal box (which must be in the same state as where the association is registered)

Go to the NSW Fair Trading [Public officer page](#) for more information on the role of the public officer.

## Ordinary Committee Member

### Responsibilities

- ensure No5G complies with the Constitution
- ensure No5G makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- understand the financial position of No5G
- ensure No5G's finances are properly managed, in collaboration with the Treasurer
- ensure No5G operates within its agreed accounting policies, in collaboration with the Treasurer
- ensure adequate financial resources for the No5G, in collaboration with the Treasurer
- contribute to agreed campaigns and fundraising strategies
- effectively support the President, Vice President, Secretary and Treasurer of No5G Inc.
- attend meetings of the Committee meetings and AGM meetings (Committee meetings are via Zoom on a fortnightly basis. The new Committee may review the frequency and time of meetings).



- knowledge of wireless electromagnetic technologies relating to human health, security and environmental issues.

#### Essential Criteria

- good interpersonal and communication skills
- good organisational and administrative skills
- ability to work autonomously and as part of a team
- ability to work under pressure and meet deadlines
- good computer skills

#### Desirable Criteria

- ability to manage tasks and/or projects
- knowledge of business, marketing and/or other relevant skills such as in research, scientific or RF technical fields.
- knowledge of financial issues
- knowledge of fund raising strategies
- experience in contributing to or working in community campaign or initiatives.