



OGS Information for Prospective Executive Committee positions

The President and Committee of the Old Grammarians Society, welcomes the interest of all MGGS Old Grammarians in joining the Committee. The following information is provided to assist those interested in holding an Executive Committee position, on the Committee, to understand their roles and responsibilities.

Full copies of the OGS Constitution and Procedures Handbook are available on request from the President. All OGS Members are covered by the directors' and officers' liability insurance of the School.

Requirements of all Members

- *Must be a Melbourne Girls Grammar Old Grammarian*
- *Are required to obtain a 'Working with Children Check' and complete the MGGS Child Safety: Volunteer Agreement.*
- *Have access to email on a regular basis*
- *Adhere to the OGS Constitution and Operational Procedures*

Expectations of all Members

- *Prepare for and attend at least 5 of the 8 Committee meetings per year, unless an exemption has been approved by the President*
- *Network with your school peers to promote the OGS*
- *Actively promote MGGS Connect, the school's alumnae networking platform*
- *Be familiar with and maintain their individual copy of the OGS Procedures Manual on SharePoint.*

Application Process

Calls for expressions of interest in Executive positions will generally be made within the time frames of the Annual General Meeting and should be made to the President of the OGS. However, occasionally these positions become vacant during the year and will be advertised, at the time, via the School website.

Roles and Responsibilities of Executive Members

President:

The President will:

- *Represent the OGS at School and external events and at Branch and regional meetings and/or arrange a delegate/s as appropriate.*
- *Liaise with the School on behalf of the OGS*
- *Meet with the Chairperson of School Council as required*
- *Be responsible for the overall management of the Committee and all of its activities*
- *Liaise with the School Media and Publications Manager to ensure the accuracy of all publications written on behalf of or referring to The Old Grammarian Society and/or its members*
- *Initiate and respond to general correspondence.*

Vice President

The Vice President will:



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- *Deputise for and support the President in all Society activities, including attendance at Branch functions*
- *Assist the President in their role, with a view to becoming the President in time.*
- *Undertake the role as the OGS representative on the Parents Association, as required*
- *Represent the OGS Society at key, nominated external organizations.*
- *Undertake the role of minute taker in the absence of the Secretary*

Treasurer

The Treasurer will:

- *Have experience in bookkeeping and ideally in investment*
- *Be responsible for the overall management of the general funds of the Society*
- *Prepare annual accounts and arrange for the annual audit*
- *Develop a budget for each year for approval at the November Committee Meeting*
- *Maintain accounts and all financial records*
- *Provide a written monthly Budget Report that shows year to date expenditure against budget.*
- *Provide revenue and expenditure statements for all Society events*
- *Represent the OGS on the Endowment Management Committee.*

Secretary

The Secretary will

- *Take minutes of all meetings and ensure tasks are clearly defined, with responsibilities and time frames documented.*
- *Distribute minutes and meeting papers in a timely manner to relevant parties*
- *In consultation with the School and OGS Committee, compile the list of dates for OGS Activities in the following year.*
- *In consultation with the President prepare the process and papers to conduct the AGM, as per the Constitution.*
- *Undertake responsibility for the Society Meeting records, which include Minutes, AGM Minutes, AGM Financial Reports and prepare for archiving as per School requirements.*
- *Liaise with Records Secretary and Archivist re archiving.*

Records Secretary

The Records Secretary will:

- *Inform the School and Committee of any information that may be received regarding Old Grammarians records.*
- *Maintain liaison with the Archive Department.*
- *Advise the committee of archive activities and requirements.*
- *Organise the archiving of all key OGS Committee records, on the recommendation of the Committee, with the Schools archivist.*
- *Maintain the OGS Documentation and SharePoint repository of all current OGS material and key records.*