

# Consumer Affairs Victoria

Associations Factsheet 8

## The management committee

September 2004

*The affairs of an incorporated association are managed by the committee of management, which may exercise the powers and functions of the association, subject to the Act, the regulations and the rules of the association.*

### ***Need more information?***

Call Consumer Affairs Victoria on 1300 36 16 73.

The rules of an incorporated association must set out the powers of the committee of management, quorum and procedure at committee meetings, election and terms of office of committee members, and grounds on which an office of a committee member becomes vacant.

### **The responsibilities of the management committee**

Under the *Associations Incorporation Act 1981*, committee members have certain responsibilities. A breach of these responsibilities may constitute an offence under the Act, to which a penalty is attached.

The statutory responsibilities of committee members include:

- 1 Ensure the Registrar is notified of a change of the incorporated association's registered address within 14 days of the change by lodging a *Change of Association Details* form.
- 2 If the position of Public Officer becomes vacant, appoint a new Public Officer within 14 days.

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- 3 Ensure an annual general meeting is held within **five months** after the end of the association's financial year and submit a financial statement to members at the meeting.
- 4 Ensure an *Annual Statement by Public Officer* is lodged with the Registrar within one month after the annual general meeting.

**The Act provides that committee members must not make improper use of their position to obtain a pecuniary benefit:**

- A member or former member of the committee must not knowingly or recklessly make improper use of their position in the incorporated association or information acquired by virtue of their position so as to gain, directly or indirectly, any financial benefit or material advantage for themselves or any other person, or so as to cause a detriment to the association.
  - A member of the committee who has any direct or indirect financial interest in a contract, or proposed contract, with the incorporated association must disclose the nature and extent of their interest to the committee. Their interest must be recorded in the financial statements submitted to the association's members at the next annual general meeting.
- A member of the committee who has a direct or indirect pecuniary interest in a contract must not take part in any decision of the committee with respect to that contract.

### More information

Information on Associations is available from:

**Consumer Affairs Victoria  
Victorian Consumer &  
Business Centre**

113 Exhibition Street  
Melbourne 3000

Counter hours: 8.30am-5.00pm Mon-Fri

Postal Address

GPO Box 4567

Melbourne 3001

Telephone: 1300 36 16 73

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Phone hours: 9.00am-5.00pm Mon-Fri

Website [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)



The information contained in this fact sheet is of a general nature only and should not be regarded as a substitute for a reference to the legislation or professional advice.

Authorised by the Victorian Government, 121 Exhibition Street, Melbourne, Victoria, 3000  
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