

POSITION DESCRIPTION

Queensland Association of School Tuckshops Management Committee Member

About QAST

The Queensland Association of School Tuckshops is a not-for-profit membership organisation working with school communities to build capacity in tuckshops and improve health outcomes for children.

Purpose of the Management Committee

Management Committee members are responsible for ensuring that the organisation meets all legal requirements and remains accountable to its members and other stakeholders including the State Government. More particularly, the Management Committee needs to ensure that the organisation acts according to its stated mission and for the purpose for which it receives tax exemption.

The objects for which the association is established are:

- To promote and support Queensland tuckshops and school communities in their endeavours to offer nutritious, hygienic and economically viable food services, in particular but not so as to limit the generality of the forgoing:
- To provide advice, information and support to school tuckshops and school communities on areas related to the operation of a tuckshop. Areas include but are not limited to: food and nutrition; environmental health and food hygiene; volunteer management (that is, the supervision and organisation of volunteer staff); and business management.
- To provide an open forum for raising issues pertinent to tuckshops and assist with mechanisms and direction for action.
- To encourage and support a coordinated approach by current and potential organisations in the provision of support services for tuckshops.

- To encourage and support members of the association to participate in regular training and obtain qualifications relevant to the day-to-day operation and management of a school tuckshop.
- To support school tuckshop convenors, staff and volunteers in establishing effective networks for communication and information sharing.
- To promote increased recognition of the important role of school tuckshops as an integral part of the school environment.
- To represent tuckshops by supporting or affiliating with like-minded bodies at a state or national level.

It will not be the role of the association to become involved in any matters relating to the wages and conditions of tuckshop staff, other than to direct persons or groups to their employer and/or relevant unions. The association will not lobby or mediate on behalf of individual schools, persons or groups of schools or persons.

See our [Constitution](#) for more information.

Management Committee Member Responsibilities

The Management Committee member's responsibilities include advising on strategic plans, participating in evaluations, and monitoring its financial affairs.

Strategic vision and direction

The Committee is the guardian of the association's vision and purpose – i.e. what it plans to achieve, where it wants to be and how it plans to get there. Removed from the day-to-day concerns of staff, the Committee takes a leading role in planning for the future of the association.

Showing leadership

Leadership on the Committee looks like good leadership anywhere else. A good leader is supportive of the people they lead, capable within their role and confident about the vision they are leading their team toward. They treat all with respect and create the culture and capabilities that allow people to participate and thrive.

Legal and financial accountability

The Committee is responsible for ensuring that the association meets all legal requirements and remains accountable to its members and other stakeholders, including the State Government. All transactions – financial or otherwise – need to be transparent with a consistency of approach and purpose.

Risk management and safety

Risk management is a vitally important part of the Committee's role. Look at all activities undertaken by the association with a critical eye to ensure that risks are minimised, and appropriate insurance policies are taken out in case things go wrong.

Meetings and decision making

The main function of a Management Committee member is to take part in meetings. All major decisions are made at the ordinary meetings, so it is impossible to be an effective member if you are not a regular attendee. You should prepare for meetings, attend them regularly, and actively participate in them.

Advocacy

The Committee is the primary link between the organisation and the broader community. It represents the interests of the organisation to the broader community, and it should filter the diversity of stakeholder views back within the organisation.

Confidentiality and ethics

Confidentiality is important. It encourages open and frank discussion in meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters. Committee members have a duty to declare any private interest relating to their duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Specific Management Committee Responsibilities

- Setting long-term goals.
- Having the final say when determining yearly objectives.
- Ensuring the strategic vision of the association is adhered to.
- Finalising budgets and allocating funds.
- Approving any changes or additions outside the budget.
- Taking responsibility for the association's financial records.
- Evaluating programs, services, and products.
- Employing the association's Executive Officer, setting their compensation package and evaluating performance.
- Appointing new committee members and evaluating the Committee's performance
- Taking ultimate responsibility for all legal matters.
- Taking ultimate responsibility for compliance with regulatory requirements (e.g. annual general meeting, annual returns, audit).

Specific Management Committee Responsibilities ctd.

- Appointing auditors and approving the audit of the financial records
- Maintaining and building the association's public profile.

Management Committee composition

Type of member		# positions
Individual membership representatives	Tuckshop worker / staff member representative	6
	Other school community member representatives	2
Affiliate membership representatives	Health and education representative	2
	Parent body representatives	2
Government body representatives (no voting rights)	Queensland Health Education Queensland	1 1
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Executive Positions - voting

- President
- Vice President – 2 positions
- Secretary
- Treasurer.