



Curtin University Alumni Association Malaysia Committee Position Descriptions

At each Annual General Meeting, an Executive Committee comprising the following office bearers shall be elected:

- a) A President
- b) A Vice President
- c) A Honorary Secretary
- d) A Vice Honorary Secretary
- e) A Honorary Treasurer
- f) Two Ordinary Committee Members

All officer-bearers of the Association and every officer performing executive functions shall be Malaysian citizens.

Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the ordinary members. Only financial members are eligible to stand and vote at election. Voting shall be by the show of hands. Officers shall hold office for one year.

The Executive Committee shall be empowered to appoint Sub-Committees as he / she may deem necessary for the proper functioning of the Association.

The Executive Committee shall meet at least six times a year. The President may call a committee meeting at any time by giving seven days' notice. At least one half of the committee members must be present for its proceedings to be valid.

Any member of the Executive Committee who is absent from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the committee shall be notified to the Registrar of Societies within two weeks of the change.

The Executive Committee has the authority to manage the activities of the Association and make decisions on the matters affecting its running. It may not act subordinate to the general meetings.

The Executive Committee has power to authorise the expenditure of a sum not exceeding RM500.00 per month from the Association's fund for the Association's purposes. Expenditure less than RM500.00 may be incurred by the President together with the Secretary or the Treasurer.



Duties of Office-Bearers

President

The President shall act as Chairperson at all general meetings and committee meetings and shall also:

- a) Lead the Association and guide the projects and activities of the Association.
- b) Take primary responsibility for planning both short and long term.
- c) Appoint sub-committees and Chairpersons.
- d) Represent the Associations in its dealings with outside persons.

Vice President shall deputise for the President during the latter's absence.

Honorary Secretary

The Honorary Secretary shall:

- e) Keep minutes of general and committee meetings.
- f) Keep all records of the Association except financial, and shall be responsible for their correctness.
- g) Maintain an up-to-date register of members at all time.
- h) Supervise mailings to members.

Vice Hon-Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.

Honorary Treasurer

The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf of the Association, and shall also:

- a) Keep an account of all monetary transactions and be responsible for their accuracy.
- b) Be authorised to expend up to RM200.00 per month for petty expenses on behalf of the Association.
- c) Keep no more than RM200.00 in the form of cash. Any money in excess of this sum will be deposited in a bank to be named by the Executive Committee. All bank transactions will be signed jointly by the Honorary Treasurer and either the President or the Vice President.

Ordinary Members

Ordinary Committee Members shall carry out such duty as directed by the President.