

Duties of Chairperson Secretary and Treasurer pdf

Here is a clear, scannable breakdown of the core duties for the "Big Three" officer roles within a committee, board, or organization: the **Chairperson**, **Secretary**, and **Treasurer**.

1. The Chairperson (The Leader)

The Chairperson is the driving force of the committee. Their primary role is to provide strategic leadership, ensure the committee functions effectively, and act as the official representative of the organization.

- **Meeting Management:** Sets the agenda (in consultation with the Secretary), chairs meetings, ensures discussions stay on track, and maintains order.
- **Facilitation:** Ensures all committee members get a chance to speak, balances conflicting views, and guides the group toward consensus and decisions.
- **Strategic Direction:** Oversees the implementation of the organization's goals, policies, and constitutional requirements.
- **Representation:** Acts as the official spokesperson and point of contact for external stakeholders, media, or partners.
- **Support:** Provides guidance and support to other committee members and sub-committees.

2. The Secretary (The Administrator)

The Secretary is the backbone of the committee's administration. Their primary role is to manage communication, record-keeping, and legal compliance.

- **Meeting Preparation:** Circulates notice of meetings, distributes agendas, and shares relevant papers/reports well in advance.
- **Minutes and Records:** Takes accurate minutes of meetings, records all decisions made, tracks action items, and distributes them to members.
- **Correspondence:** Handles official incoming and outgoing mail, emails, and inquiries.
- **Membership & Archives:** Maintains an up-to-date list of members and safely stores historic records, governance documents, and the organization's constitution.
- **Compliance:** Ensures the organization meets statutory deadlines (e.g., filing annual returns, checking venue accessibility).

3. The Treasurer (The Financial Manager)

The Treasurer is the custodian of the organization's funds. Their primary role is to oversee financial health, maintain transparency, and ensure legal financial compliance.

- **Financial Record-Keeping:** Maintains accurate, up-to-date books of accounts, tracking all income and expenditure.
- **Banking Operations:** Manages the organization's bank accounts, processes payments, and deposits incoming funds (e.g., membership fees, grants, donations).
- **Budgeting:** Prepares annual or project-based budgets in collaboration with the committee to plan future spending.

- **Financial Reporting:** Prepares and presents clear, regular financial statements at committee meetings and the Annual General Meeting (AGM).
- **Compliance & Audit:** Ensures appropriate financial controls are in place to prevent fraud and prepares accounts for independent auditing or examination where required.

Quick Comparison at a Glance

Feature	Chairperson	Secretary	Treasurer
Primary Focus	Leadership & Strategy	Administration & Records	Money & Financial Health
Key Output	Decisions & Direction	Minutes & Agendas	Financial Reports & Budgets
Core Skill	People Management & Diplomacy	Organization & Communication	Numeracy & Attention to Detail

Note: While these duties are distinct, these three officers must work closely together as a cohesive executive team to ensure the organization runs smoothly and transparently.