

## **THE BY-LAWS**

**12. Officers** - criteria for nomination, nominee must be currently a financial member of SRACA NSW Inc. for two (2) consecutive years and held a Committee position for one (1) year.

### **12.1 Role Description – President**

Adhere to SRACA Constitution and By-Laws. Chair meetings of SRACA committee or nominate other committee member to chair meeting when required. With the Secretary plan the agenda for all meetings. Have a casting vote in the event of a tied vote. Receive and follow up reports on any working parties and take action when necessary. Present a report to members at the Annual General meeting. Review all minutes of meetings prior to distribution. Raise the awareness aims and objectives of FSRACA to other relevant professional bodies.

### **12.2 Role Description – Vice President**

The Vice-President shall in the absence of the President act as the Chief Executive Officer of the Council.

### **12.3 Role Description – Secretary**

The Secretary shall prepare the agenda and keep records of all meetings, notify in writing all members of the Council of the time and place of all general meetings at least fourteen days prior to such meetings, notify members of the Executive Committee of the Council at least seven days prior to meetings of the committee and in case of Extraordinary General Meetings, shall follow the procedure of Article 9.3 of the Constitution. The Secretary shall submit correspondence received to the appropriate meeting, shall reply in the manner determined by the meeting and shall perform all other duties customary to the office.

### **12.4 Role Description – Treasurer**

The Treasurer shall collect, receive and accurately record and have charge of all funds of the Council, shall deposit such funds in a Bank designated by the Committee, shall have accounts audited annually and submit the auditor's report to the President to be presented to the membership prior to the Annual General Meeting, shall report the financial condition of the Council whenever requested, and shall carry out all other duties customary to the office.

**13. Committee** - criteria for nomination, nominee must be currently a financial member of SRACA NSW Inc. for two (2) consecutive years.

### **13.1 Role Description – Education Officer**

To support and promote educational initiatives for all sterilising personnel.

### **13.2 Role Description - Conference Convenor**

Locate appropriate venue for Conference, Submit proposed program for Conference to the SRACA Committee in conjunction with the Education officer. Liaise with sponsors to arrange for funding of guest speakers as appropriate. Prepare a report of the financial and feedback from the conference for the Committee.

## **14. Education**

All trade scholarships endorsed by SRACA, the same criteria will apply:

A currently financial member of SRACA for two (2) consecutive years. Currently working in a sterilizing facility in a non-management position.