



THE AUSTRALIAN AND NEW ZEALAND  
FORENSIC SCIENCE SOCIETY INC.  
AUSTRALIAN CAPITAL TERRITORY BRANCH

## **ANZFSS ACT Branch Committee Member Roles**

The Australian Forensic Science Society was formed in 1971 with the aim of bringing together scientists, police, criminalists, pathologists, and members of the legal profession actively involved with the forensic sciences. In 1988 the name was changed to the Australian and New Zealand Forensic Science Society (ANZFSS) to recognise its New Zealand members. The Society's objectives are to enhance the quality of Forensic Science providing both formal and informal lectures, discussions and demonstrations encompassing the various disciplines within the science. The National Society has a Branch in each state and territory and in New Zealand.

The ANZFSS ACT Branch holds regular meetings. These meetings usually involve lectures from experts in their field and provide opportunities for members and guests to meeting in an informal atmosphere. Most meetings are open to guests. The ACT Branch also holds monthly Committee meetings which are generally held on the first Tuesday of the month.

The purpose of the ACT Branch Committee is to control and manage the affairs of the ACT Branch. The Committee consists of the Office-bearers of the association and six Ordinary Committee members. Office-bearers are the President, Vice-Presidents, Secretary and Treasurer. The roles of the current members of the Committee are shown below.

### **President:**

- Guide the Committee with the development of strategic vision and purpose of the ACT Branch and the National Association and in the achievement of strategic goals
- Chair ACT Branch Committee meetings
- Act as spokesperson for the Branch Society
- Represent the Branch Society at events and meetings
- Ensure regular Committee meetings are organised
- Ensure the ACT Branch constitution and rules are followed

### **Vice President:**

- Assist the President with his/her duties
- Chair Committee meetings when required
- Act as spokesperson for the Branch Society when required
- Represent the Branch Society at events and meetings when required
- Preside over Subcommittees and/or special projects as required
- Ensure the ACT Branch constitution and rules are followed

### **Secretary:**

- Must perform any duty or function required under *the Act* to be performed by the Public Officer of an incorporated association in the ACT.
- Keep records of all elections and appointments of Office Bearers and Ordinary Committee members
- Keep records of the names of the members of the Committee present at Committee meetings or General meetings
- Keep minutes of all proceedings at Committee meetings and General meetings
- Manage the ACT Branch email account
- Must subject to the Branch Rules and *the Act* provide Branch members with access to the Register of Members, the minutes of general meetings and other financial books and documents
- Ensure the ACT Branch constitution and rules are followed

#### Treasurer:

- Collect money coming into ANZFSS ACT Branch
- Deposit all funds into the ANZFSS ACT Branch Bank Account
- Pay bills and invoices made out to the ANZFSS ACT Branch at approval of the Committee
- Keep accurate records of all transactions and retain all documents relating to income and expenditure
- Prepare a Treasurers Report for monthly Committee meetings
- Submit all records, documents and reports for Auditors review
- Prepare an Annual Treasurers Report to be delivered at the Annual General Meeting
- Ensure the ACT Branch constitution and rules are followed

#### Membership Officer:

- Update membership database with attendance of members at presentation evenings and events
- Dispatch monthly Presentation flyers to members and other persons detailed on the database
- Prepare a Membership Report for monthly Committee meetings
- Prepare an Annual Membership Report to be delivered at the Annual General Meeting
- Any other membership matters
- Ensure the ACT Branch constitution and rules are followed

#### Merchandise Officer:

- Order ANZFSS merchandise for the ANZFSS ACT Branch
- Hold and account for all bulk stocks of all ANZFSS merchandise held by ANZFSS ACT branch
- Present ANZFSS merchandise at ANZFSS ACT Branch meetings
- Forward invoices for replacement/new ANZFSS merchandise to the Treasurer for payment
- Provide the Treasurer with an accounting of all stock held by them to date 30 June each year
- Receive ANZFSS merchandise purchase requests from Members, and supply requested stocks, together with appropriate tax invoices

- Liaise with the Web Design Officer to update the Merchandise web page
- Ensure the ACT Branch constitution and rules are followed

Publicity Officer:

- Liaise with the Committee to promote the ANZFSS ACT Branch
- Build a list of local media contacts
- Produce press releases and articles to promote and publicise the ANZFSS ACT Branch through the media
- Invite the press to attend Branch Public Evenings
- Keep a record of all press cuttings, radio and TV coverage
- If unable to attend the committee meeting, send a written report to the secretary
- Ensure the ACT Branch constitution and rules are followed

Web Design Officer:

- Liaise with the Committee to enhance the ANZFSS ACT Branch's online presence
- Promote the ANZFSS ACT Branch through web page design and functionality
- Maintain and update the ANZFSS ACT Branch web site
- Provide information and links to forensic related educational institutions, workshops, symposia and ACT Branch presentations
- Maintain current information on membership, Code of Ethics and the Constitution as required by the National Executive
- Ensure the ACT Branch constitution and rules are followed

Catering Officer:

- Liaise with the Treasurer about allocation of funds for catering supplies
- Responsibly purchase catering supplies for public meetings and other ANZFSS ACT Branch events
- Maintain catering supplies (including consumables, storage and serving equipment, and appliances)
- Maintain accurate records of expenditure
- Set up catering supplies prior to meetings and pack up afterwards
- Ensure the ACT Branch constitution and rules are followed

Transport Officer:

- Acquire fuel vouchers from the Treasurer as required
- Transport Presenter(s) to and from the ANZFSS ACT Branch meetings
- Transport other guests of the ANZFSS ACT Branch as requested by the Committee
- Ensure the ACT Branch constitution and rules are followed

Educational Institutions Liaison Officer:

- Liaise with Educational Institutions to promote the ANZFSS ACT Branch to secondary and tertiary students in relevant courses and disciplines
- Act as a point of contact for advice to secondary and tertiary students considering a career in forensic science
- Actively publicise forensic science as a potential career option within relevant Educational Institutions
- Ensure the ACT Branch constitution and rules are followed

IT Officer and Legal Support:

- Guide the organisation in terms of strategic IT requirements, including obtaining relevant legal and IT advice where appropriate.
- Development and provision of automated ICT systems to assist the Committee in its efficient operation and function. Assist the President and Secretary in managing compliance with regulatory requirements concerning incorporation and related matters.
- Ensure the ACT Branch constitution and rules are followed

Support Officer:

- Support ANZFSS ACT Branch Committee Members at Committee meetings by providing advice, information and opinion on meeting subject matter and suggest measures in facilitating desired outcomes
- Perform the roles of other Committee Members in their absence, assuming adequate experience and/or qualifications to do so
- Contribute to the Society and execution of ANZFSS ACT Branch related activities and functions
- Ensure the ACT Branch constitution and rules are followed