



ACEA

Australasian Corrections
Education Association

Create the Opportunity

OFFICE-BEARER POLICY

Policy number	004	Version	1.0
Drafted by	Paul Barnes	Approved by Board on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

INTRODUCTION

An Association operates more effectively if the members and office-bearers of the Executive Committee know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that members and office-bearers of the Executive Committee know their respective duties and obligations.

POLICY

Members and Office-bearers of the Executive Committee shall have the duties and obligations set out in the Office-bearers' roles and responsibilities.

AUTHORISATION

Ron Wilson
10 January 2020
President, Australasian Corrections Education Association (Inc.)

OFFICE-BEARER PROCEDURES

Procedures number	004	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

RESPONSIBILITIES

The President shall be responsible for ensuring this policy is provided to new Executive Committee members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Executive Committee meetings.

The President shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be provided to new Executive Committee members.

A copy of this policy shall be available for reference in Executive Committee meetings.

Any point in dispute in this policy shall be resolved by the President.

RELATED DOCUMENTS

- Committee Attendance Policy
- Conflict of Interest Policy

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)