



HDPa Positions and Responsibilities

Position	Responsibilities
Executive	
President	<ul style="list-style-type: none"> Oversee the operations of the HDPa in accordance with the Constitution and in keeping with financial, governance and ethical standards of the Association Incorporations Act Set the strategic direction and annual planning for the HDPa Maintain relationship with key stakeholders Intervene on matters impacting the local community Closely liaise with members and ensure timely communications
Vice-President	<ul style="list-style-type: none"> Champion HDPa membership Advance the cause of HDPa through new initiatives Lead subcommittees in accordance with agreed work plans Act on behalf of the President, where required
Treasurer	<ul style="list-style-type: none"> Oversee the financial affairs of the HDPa Produce quarterly updates of Balance Sheet and Profit & Loss statements and prepare/issue annual financial accounts Seek independent review of annual accounts Act as HDPa's public officer
Secretary	<ul style="list-style-type: none"> Record and issue meeting minutes and maintain meeting / correspondence records Maintaining register of member details Check mail
Committee / Specific Responsibilities	
Social Subcommittee	<ul style="list-style-type: none"> Plan and coordinate agreed HDPa social events Manage all necessary logistics (eg. equipment hire, entertainment, food preparation) Seek sponsorship, where necessary
Building Subcommittee	<ul style="list-style-type: none"> Work closely with the Hartley Recreational Reserves Trust to: <ul style="list-style-type: none"> → Oversee refurbishment of the historic school site to agreed budget → Develop an overall masterplan for the school site → Submit proposals for infrastructure grant funding
Website / Facebook editor	<ul style="list-style-type: none"> Review, draft and/or upload information onto the HDPa website, including updating upcoming events Communicate key events / information via HDPa's Facebook page Monitor HDPa website security (in liaison with Central West IT Lithgow) Propose initiatives to improve HDPa website look and feel
Hall Hire management	<ul style="list-style-type: none"> Take enquiries and issue hall hire policy / instructions Keep a diary of hall bookings Maintain cleanliness of hall / school kitchen Ensure toilets are kept clean Issue keys to users and ensure prompt return
Business Directory production	<ul style="list-style-type: none"> Produce annual A5 Business Directory featuring advertisers Produce abridged version of the Directory as part of the quarterly newsletter Provide and update on-line version of the business directory
Newsletter production	<ul style="list-style-type: none"> Issue four (4) newsletters per year Gather, draft and edit / review information Coordinate newsletter printing Coordinate newsletter distribution, including inserts by third parties