

BrisLETS Job Descriptions & Management Structure



Updated 12 November, 2018

Currently, the **Management Committee's (MC)** members are the President, Secretary, Treasurer and any other members elected at a general meeting, as required by the rules of incorporation.

They may include the other office-bearers from the list below, and should ideally form an odd number (5) to avoid tied votes.

The Secretary need not be an association member.

MC members need to be nominees to the bank and PayPal accounts.

BrisLETS does not currently have public liability insurance, but recommends household worker insurance (e.g. WorkCover Queensland). At the Albion Peace Hall, we are covered by the Albion Peace Community Centre's PLI.

All committee members would ideally be familiar with the online team-communication program provided by Slack.com, and check it every week, preferably on an agreed day.

Committee members may be given a dedicated email account, e.g. secretarybrislets@gmail.com or secretary@brislets.com, which can be automatically forwarded to a personal email account.

Members of committees and teams listed on the Committee page of our website are eligible to claim payment for work in Units.

1. MANAGEMENT COMMITTEE

- a. President
- b. Secretary
- c. Treasurer

2. MANAGEMENT SUPPORT TEAM

- a. Membership Secretary
- b. CES Website Administrator and Australian CES Liaison
 - i. Units Treasurer
- c. Planning and Technical Support
- d. Team Representative (e.g. Promotions)
- e. Team Representative (e.g. Events)

3. PROMOTIONS TEAM

- a. Coordinator
- b. BrisLETS Website Administrator
- c. NewsLETS Editor(s)
- d. Social Media Moderators
- e. Graphic Artist and Marketing
- f. Fundraising and Grants

4. EVENTS TEAM

- a. Events Coordinator(s)
- b. Events Update Email Publisher
- c. Special Events Organiser

5. TRADING TEAM

- a. Trading Facilitator
- b. Drop-off Point Hosts
- c. Local Area Contacts
- d. Mediator

e. Librarian

1. MANAGEMENT COMMITTEE

The Management Committee is entrusted with ensuring our association meets the legal requirements of incorporation.

a. President's responsibilities

- Chairs MC meeting.
- Calls special general meetings. (Secretary may also do this.)
- Is a signatory to bank account and nominee to PayPal account.
- Answers correspondence.

b. Secretary's responsibilities

- Is the designated public officer of the incorporated association.
- Administers legal requirements to keep BrisLETS incorporated.
- Is the point of contact for the Office of Fair Trading (OFT).
- Need not be a member of the association (and if not, cannot vote).
- Completes the annual return for the OFT (which includes a list of the names and addresses of committee members, and the Treasurer's annual report, after it is adopted at AGM).
- Sends both reports to OFT with a payment.
- Calls committee meetings at least once every four months (three per year), including the AGM.
- Arranges the venue, time and agenda for each meeting.
- Takes minutes at meetings or delegates this task.
- Prepares written minutes for presentation at the next meeting, then files them in the minute book and/or online after they are accepted.
- Ensures legal and ethical protocols are followed, to meet the expectations of members and the Office of Fair Trading.
- Collects and deals with incoming correspondence to the association.
- Responds to or forwards on member queries (e.g. forgotten passwords, requests for information on members' offerings — particularly those without internet access etc.)
- Is aware of potential problems and can administer rules diplomatically.
- Is a signatory to bank account and nominee to PayPal account.
- Holds legal documents (and hardcopy archives, if possible).

c. Treasurer's responsibilities

- Prepares financial reports of the year from 1 July to 30 June for presentation at meetings — re \$ and LETS units.
- Deals with financial transactions.
- Ensures expenditure amounts of \$100 or more have committee approval.
- Is a signatory to the bank account and nominee to PayPal account.
- Has the power to approve of payments of less than \$100, where appropriate.
- Holds the bank business card and a wallet of petty cash that is replenished at an ATM or teller counter whenever the cash amount falls below the minimum ATM withdrawal amount.
- Arranges payment of accounts (maybe 6–8 times per year).
- Prepares an annual cashflow report showing income and expenditure and reports against the budget of the previous 12 months, 1 July to 30 June of the current year, in detailed line amounts. Tables this at AGM. Forwards the annual report to the Secretary for submission to OFT.
- Liaises with Membership Secretary regarding receipt and banking of joining fees.

2. MANAGEMENT SUPPORT TEAM

- This team supports the day-to-day running of the trading organisation, beyond the requirements of incorporation, and in harmony with the Management Committee.
- It deals with the Units side of our business and CES administration.
- Ideally 3 or 5 members, who
 - o help coordinate the Teams
 - o initiate reforms or arbitrate suggestions from Teams
 - o make decisions about the use of Admin Units account.
- It shadows the Management Committee's protocols (e.g. up to U100 is petty cash that can be spent without a motion or formal MST approval).

a. Membership Secretary

- Checks membership applications on CES, and records joining date.
- Checks letsmembership@gmail.com account regularly and responds.

- Ensures joining fee is paid, and keeps PayPal account balance at zero (liaising with Treasurer).
- Processes new member registrations, gives provisional approval and sends letter of welcome.
- Tables new member applications approximately every three or four months, to coincide with MC in-person meetings, and moves they be accepted.
- Contacts members to inform them of official approval or otherwise.
- Presents any postponed applications again at the end of the next four-month interval, with any relevant information.
- Provides new members' details to Newsletter Editor for publication.
- Supervises member transfers from other exchanges. (The joining fee is waived if an applicant has already paid to join another group.)
- Updates member details.
- Helps with log-in reminders.
- Advises members of their Local Area Contact.

b. CES Website Administrator & Australian CES Liaison

- Maintains and updates the BrisLETS section of communityexchange.net.au
- Responds to the email address: blce@communityexchange.net.au.
- Has sound knowledge of CES site.
- Assists new admin and coordinators to access and use the CES site.
- Ensures core MC members have admin access to CES site.
- Ensures other team members have coordinator access, to do their jobs.
- Emails Offers & Wants (O&W) lists fortnightly to membership.
- Assists admin in sending out notices, such as Trading Day/Event reminders and regular newsletters.
- Maintains and updates the Members Map
- Liaises with National CES Team and BrisLETS admin.

i. Units Treasurer

- o Maintains the Units budget and pays members for hours contributed according to the current Committee and Team member

rewards schedule. Approves quarterly admin stipend claims, in accordance with these rules.

- o Responds to ad hoc volunteers' requests for payment for hours contributed, keeping within overall budget.
- o Prepares quarterly report showing income and expenditure for the Management Support Team.
- o Prepares an annual Units Reports against the budget of the previous 12 months, 1 July to 30 June of the current year, for presentation to the Management Support Team.

c. Planning and Technical Support

d. Team Representative #1

e. Team Representative #2

3. PROMOTIONS TEAM

- This Team speaks or makes presentations to the public.
- It produces and prints information brochures, member application forms and other promotional material for distribution, such as banners and placards where appropriate (e.g. Trading Days, other BrisLETS Events and libraries, suitable community centres, community notice boards, member's homes).
- It may also publish three or four newspaper articles per year in the free local press and promote greater local community trading, including with other organisations.
- It assists the Events Team to organise and coordinate fundraising and promotional event activities.

a. Coordinator

The Coordinator's role is to delegate, encourage and support members to promote and expand BrisLETS.

b. BrisLETS Website Administrator

- Has a sound knowledge of WordPress and editing.

- Maintains and updates the BrisLETS.com website and blog, in collaboration with other members who have back-end access to the site.
- Liaises with Promotions, Events and Trading Teams. This means:
 - o Adds, modifies or deletes content, as appropriate, including Trading Day/Event reminders and regular newsletters.
 - o Keeps links active.
 - o Posts news on the blogroll as appropriate, e.g. photos and descriptions of recent events.
- Grants access to back end of the site to active Team members, and help them use it. Removes any inactive members, as appropriate.

c. Newsletter Editor(s)

- Produces monthly newsletters that
 - o capture most notable news of the past month
 - o introduce new members, what they have to offer and their wants
 - o encourage members' participation
 - o point to activities of the group, as well as local, national and global LETS groups
 - o publish only member account numbers (e.g. BLCE####), not contact details, to protect privacy, as the newsletter is available to general public.
- Calls for contributions to be submitted before the last week of the month, that is, at least seven days before the first of the next month.
- Sends the completed newsletter to the Email Publisher (mentioned in 4b, below) for distribution by email (Mailchimp) on the 1st of every month.
- Uses past issues as a guide to format and content.
- Liaises with Events Team and Promotions Team.

d. Social Media Moderators

- Moderate Facebook (FB) groups and Twitter account, to promote BrisLETS and facilitate trading.
- Maintain BrisLETS Facebook page, ensuring it is current and accurate.
- Share relevant information.
- Create entries for Trading Days etc.

- Approve new members.
- Monitor and approve posts.
- Encourage members' involvement and trading.
- Liaise with Website and CES Administrators, Trading Facilitator, Events Coordinator.
- Answer to the Promotions Coordinator.

e. Graphic Artist and Marketing

f. Fundraising and Grants

4. EVENTS TEAM

- The Events Team's role is to:
 - o delegate tasks
 - o encourage and support members to plan and run events for the BrisLETS community.
- A team member is expected to attend most events, or to organise a roster to ensure that a team member takes responsibility to meet and greet, etc.

a. Events Coordinator(s)

This role can be shared out between, for example, Events Online and Events Onsite people. Responsibilities:

- Organise and coordinate monthly trading days and attend (or roster) for set-up, meet and greet. Support members in running their own local monthly Hub Days in different Areas (Divisions) of Brisbane.
- Collect equipment (banners, signs, tables, application forms, info and trading sheets) from storage and take it to location.
- Secure a well-located and accessible venue that is free or low-cost and preferably has secure tenure for the year; this could even be a member's garage/shed.
- Set up before the event starts, clear away afterwards and return equipment to storage.
- Take photos and write a paragraph reviewing the day (or delegate this task) and post both photos and review on the 'Recent Events' page of the BrisLETS website.

- Liaise with Promotions Team to advertise events, maintain and improve equipment, information flyers and whatever is needed to ensure success at Trading Days and other events.
- Create a program of talks, workshops, demonstrations, film nights, forums, working bees and other entertaining activities. These can be in different locations and at a variety of times in the week to appeal to more people, and link in with the rich diversity of skills and interests of BrisLETS members.
- Supervise sale or auction of any items donated for the Community Chest.
- Liaison with Promotions Team, who is answerable to the MST.

b. Events Update Email Publisher

- Maintains Mailchimp and sends out a monthly Events Update email a week before the main Trading Day.
- Advertises BrisLETS Trading Days and activities.
- Advertises Local Hub Days around Brisbane.
- Points to future events of the group, as well as local, national and global LETS groups.
- Liaises with the Promotions and Trading Support Teams and the Newsletter Editor.

c. Special Events Organiser, to be appointed as needed to organise and coordinate special fundraising and promotional event activities, such as:

- BrisLETS' presence at BOGI Fairs
- BrisLETS' presence at Northey Street events

5. TRADING TEAM

a. Trading Facilitator

- Explores skills and interests of members to harness potential of the group when opportunities occur, to make the most of trading and social interaction.
- Networks with new members to welcome and help them begin trading.

- Liaises with members, especially committee members, to ensure traders are invited to serve their needs, e.g. computer assistance, brochure artwork design and printing, financial and legal advice.
- Encourages existing members to use the buddy system to mentor new members.
- Helps the non-internet people to find a buddy who can show them the CES site on their computer, or go with them to the local library.
- Liaises with Social Media Moderator, Drop-off Point Hosts and Local Area Coordinators.

b. Drop-off Point (DoP) Hosts

- DoP Hosts are members on trading routes (e.g. on or near arterial roads) who have suitable space at home for members to leave trading items for pick-up by other members. This space, dedicated for LETS' use, could be on a verandah, in a corner of a shed or even under the front stairs, out of view of the road.
- Local members drop off items that have been ordered. Each parcel must be clearly labelled with seller, buyer and destination.
- Any member or friend, travelling across town, can help by picking up items from your DoP and moving them onto the next one.
- This delivery network can make a difference to members who are scattered across the region and who want to exchange items more easily.
- DoP Hosts liaise with and answer to the Trading Facilitator.

c. Local Area Contacts (LACs) — North, South and West

LACs are the point of first contact through the CES site for members needing help with things such as:

- general knowledge about the BrisLETS exchange
- using the CES site to trade and advertise, entering offerings or obtaining paper offerings and wants lists, etc.

LACs liaise with Drop off Point Hosts, Website Administrators (BrisLETS & CES) and other Team members as necessary, and are part of the Trading Team.

d. Mediator

- Acts on request of Admin Committee when complaint/dispute arises between traders. For example:

- o Admin asks the Mediator to be prepared to respond to an issue, giving all relevant information of parties involved.
 - o Admin tells complainants a Mediator is available, and may give contact details using optional shared file, 'Mediation BrisLETS Admin Standard contact form' (stored on Slack channel #mediation).
- Mediator guidelines — see the supporting document 'Mediation_LETS.doc' in the Slack channel #mediator under "Shared Files".
- Mediator reports back to Chair or Secretary.
- Mediator bills Admin on a case-by-case basis @ 20 units per hour.

e. Librarian

Maintains a library of various media focused on community trading and currencies at the main Trading Day venue.