

President	<ul style="list-style-type: none"> • Chairs all meetings of the Association • Works with the Committee and sub-committee to outline the strategy of the Association for the elected year. • Manages relationships with the NSW Health Professionals, the MDDA and other Associations. • Ensures that all committee members are performing their duties.
Treasurer	<ul style="list-style-type: none"> • Responsible for the timely and accurate reporting of the associations finances. • Must be a CPA or sound experience in computerised book keeping (Quicken) • Ensures all subscriptions, donations and outgoings are recorded accurately • Ensures the correct authorisations are set up with the associations bank Account • Liaises with external Auditors and regulatory authorities on the filing of annual returns, tax returns and fundraising authorities.
Secretary	<ul style="list-style-type: none"> • The Secretary is responsible for keeping people informed about the organisation's activities. • Work closely with other committee members • Taking minutes in meetings. • Keeping files of past minutes and reports. • Letting people know when and where the next meeting is and what it is about. • Helping to prepare agendas for meetings with the Chairperson. • Writing and receiving letters on behalf of the group. • Keeping committee and members informed of what correspondence has been sent out and received. • Keeping a record of membership. • Keeping a record of important phone numbers.
Public Officer	<ul style="list-style-type: none"> • The position of a public officer is a highly responsible one • The Public Officer is responsible for the Associations compliance welfare. • The Public Officer represents the Association in dealings with government agencies like the Australian Tax Office (ATO) and the Australian Securities and Investments Commission (ASIC). • The public officer is expected to manage all instruments the law requires the association to lodge and to keep the required records. • The public officer is responsible for your company's compliance with all of its legal requirements. • The Public Officers actions while in the performance of their duties are deemed an act of the Association. • Official notices received by the public officer are deemed to have been properly received by the Association.
Editor	<ul style="list-style-type: none"> • Responsible for the quarterly publication of the PKU Newsletter. • Works closely with the Secretary to ensure that all Association activities and results are being effectively communicated.

Web Master	<ul style="list-style-type: none"> • Is responsible for the development and maintenance of the PKU on-line presence. This involves ensuring standardisation of our website and social media portals. • Website functionality is operational • Works closely with the Treasurer to ensure the Associations on-line payments functionality (pay-pal) is fully operational • Works closely with the Secretary to ensure that all Association activities and results are being effectively communicated.
Adult Sub-Committee	<ul style="list-style-type: none"> • Represents the Adult PKU Community • Responsible for the organisation and communication of PKU events targeted at the

	<p>PKU Adult audience.</p> <ul style="list-style-type: none"> • Ensures all PKU adult issues are being reported back to the committee •
Fundraising Sub-Committee	<ul style="list-style-type: none"> • Is responsible for fundraising initiatives of the proposed year. • Actively supports all fundraising initiatives and ensures any fundraising event is carried out within the associations fundraising charter. • Manages the Associations “Local Hero’s “ web-page • Works closely with the Web master to ensure that the Associations on-line presence is promoting all fundraising initiatives.
PKU Camp 2012 Co-ordination Committee	<ul style="list-style-type: none"> • Responsible for the preparation of the 2012 Children’s camp