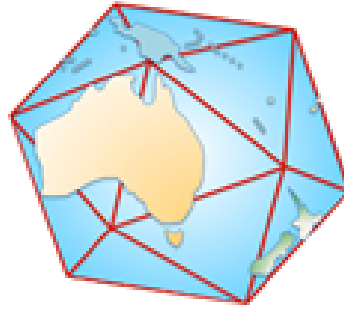


AUSTRALASIAN VIROLOGY SOCIETY



Roles of Vice President, Secretary, Treasurer, Membership Officer, Student Representative and 5 ordinary members of the Committee of Management.

Vice President.

This position is that of a President-elect: they are expected to take the position of President at the end of the President's term. The Vice President will support the operations of the committee and deputise for the President.

Secretary.

The Secretary prepares agenda, minutes and other documents for committee meetings. As the Public Officer, the Secretary is required to lodge annual returns for the Society and ensure compliance with laws.

Treasurer.

The Treasurer manages the Society's moneys and bank accounts, participates in meetings of the Committee of Management and advises the Committee on money matters. The Treasurer provides financial statements at the AGM and ensures that the financial records of the Society are kept in accordance with legal requirements.

Membership Officer.

The Membership Officer receives and processes membership applications. With the Secretary, they maintain the register of members. They will participate in meetings of the Committee of Management and advise the Committee on membership matters.

Ordinary members of the Committee of Management.

Members participate in meetings of the Committee and support the work of the Committee in furthering the aims of the Society.

Student Representative.

In addition to the roles of the ordinary members of the committee, the Student Representative will represent the student members and will report on these matters to the Committee.