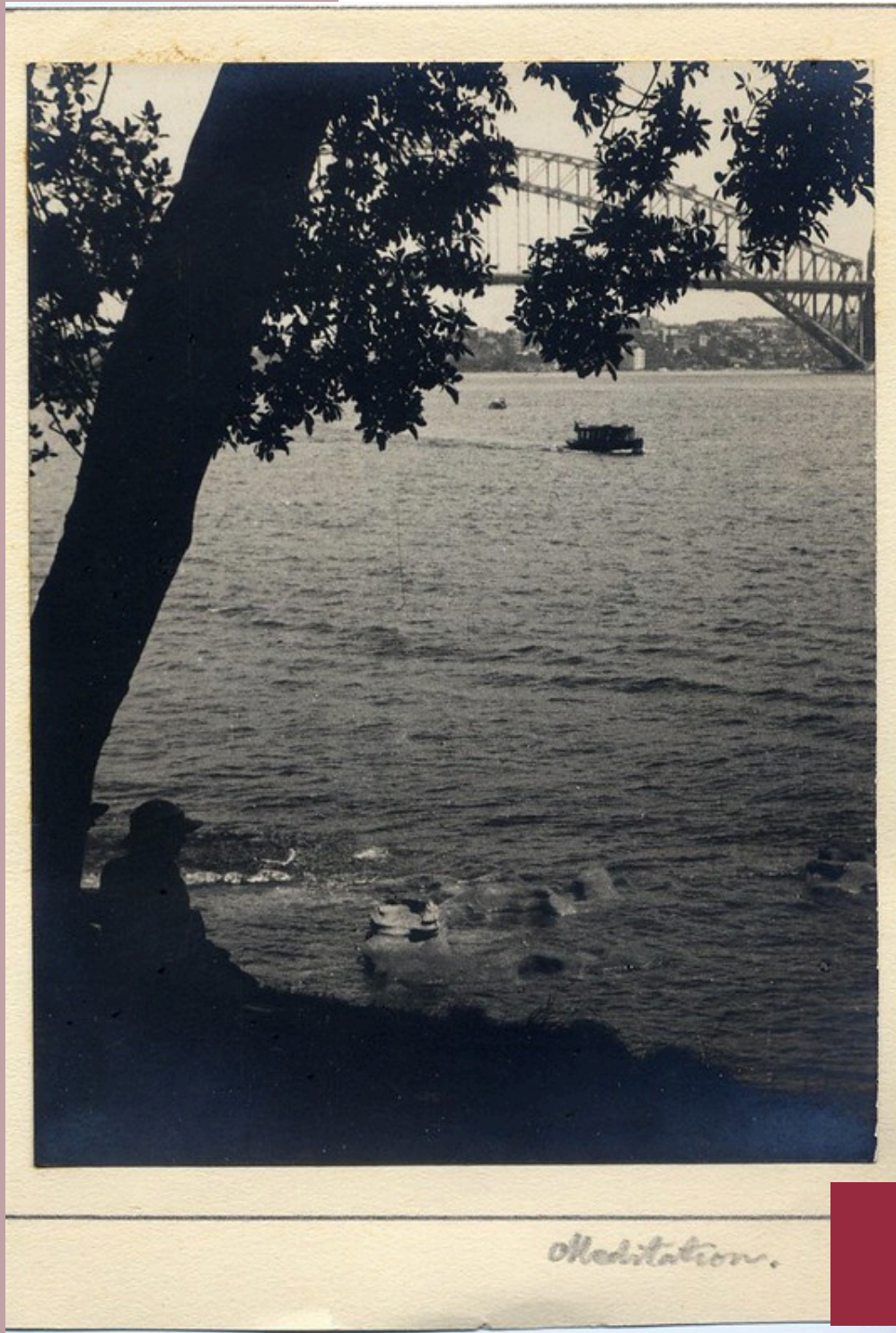


DUTIES AND RESPONSIBILITIES RAHS EXECUTIVE



‘Meditations’

Image: RAHS Osborne Collection c.1920



DUTIES AND RESPONSIBILITIES OF THE RAHS EXECUTIVE

Last review

July 2025

Overview

The RAHS Executive is elected by the RAHS Council at a special meeting held immediately after the RAHS Annual General Meeting (AGM). The RAHS Company Secretary oversees the nomination and election process, which is conducted via a secret ballot.

The RAHS Executive consists of five members – President, Senior Vice-President, Vice-President, Treasurer and Additional Executive member. The specific duties and responsibilities of each position are outlined later in this document.

Overall, the RAHS Executive plays a crucial role in ensuring strong governance, financial accountability, and effective organisational oversight. By providing day-to-day leadership, financial stewardship, and strategic direction, the Executive supports the smooth operation and long-term success of the RAHS. The RAHS Executive works collaboratively to uphold the organisation's mission and ensure strong governance oversight between Council meetings.

Duties and Responsibilities

Oversight of Financial Management and Transactions

- play an active role in day-to-day financial oversight, ensuring that all financial decisions align with RAHS governance policies and long-term sustainability
- receive fortnightly emails from the RAHS General Manager detailing all payments to be processed and are responsible for reviewing and approving transactions
- authorise all financial transactions with two Executive members' approval, ensuring appropriate checks and balances are in place
- regularly review RAHS bank accounts and share portfolio

Governance and Operational Support

- keep in regular contact with fellow Executive members between Council meetings to discuss strategic and operational activities, allowing for more responsive decision-making
- provide guidance to the RAHS General Manager, supporting governance, policy implementation, and operational priorities
- ensure continuity of operations and provide leadership and support to RAHS employees when the RAHS General Manager is on leave

Decision-Making and Representation

- act as a decision-making body on urgent governance and operational matters that arise between Council meetings
- advocate on behalf of the RAHS, providing leadership in history and heritage-related policy discussions when required



Dawn over the Harbour.

‘Dawn over the Harbour’

Image: RAHS Osborne Collection c.1920