



**MILLTHORPE**  
HERITAGE WITH STYLE

# Millthorpe Village Committee

Organisational Overview

December 2016

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## DOCUMENT CONTROL

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1	August 2012	Randall Edwards	Draft
2	August 2012	Randall Edwards	Adopted at the MVC AGM on 15 August 2012
3	October 2012	Randall Edwards	Updated to include the Millthorpe Garden Club as a formal MVC sub-committee
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5	April 2013	Randall Edwards	Updated to reflect the new committee structure of the MGRC and MGC
6	August 2013	Randall Edwards	Updated to reflect the new committee structure of the MVC and MBC
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8	August 2015	Randall Edwards	Updated to reflect the new committee structure of the MVC, MBC and ROC
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10	August 2016	Randall Edwards	Updated to reflect the new committee structure of the MVC and MBC and new Terms of Reference of the MBC
11	December 2016	Randall Edwards	Updated to reflect a new Chair for the MBC

## **1. THE MILLTHORPE VILLAGE COMMITTEE INC.**

The Millthorpe Village Committee is an incorporated association registered with Fair Trading NSW. The association was incorporated on the 16<sup>th</sup> of August 1990 and the incorporation number is Y1025410. The Millthorpe Village Committee is governed by a constitution which is registered with Fair Trading NSW and is largely based on the Fair Trading Model Rules with some minor changes. A copy of the constitution is available on request from the secretary.

The Millthorpe Village Committee is a not for profit organisation and is the peak body representing the Millthorpe community. It works in partnership with Blayney Shire Council to ensure local issues and concerns are brought before Council. When appropriate it also liaises with other local, state and federal government bodies. The Committee works to enhance amenities in the village, organises community events and provides a forum for the community. It has a co-operative cross-committee relationship with many other local community organisations to support and deliver projects for the whole community.

The Millthorpe Village Committee has four formal specially focused sub-committees being the Millthorpe Business Committee, Millthorpe Garden Ramble Committee, Millthorpe Garden Club and Redmond Oval Committee.

The Millthorpe Village Committee has developed a Community Strategic Plan for Millthorpe which is a plan for, and owned by, the entire community and informs Blayney Shire Council (and State Government Departments as required) of future community requirements and priorities.

### **1.1 Millthorpe Village Committee Operations**

#### **Meetings**

The Millthorpe Village Committee (and its sub-committees) meets the third Wednesday of each Month (excepting December and January) at 6.30pm in the School of Arts building, Victoria Street, Millthorpe.

#### **Financial Year**

The Millthorpe Village Committee operates under a standard financial year being 1 July to 30 June. An AGM is held annually in August at which office bearers are elected, financial year end statements are tabled and signatories are appointed to the bank account. A summary of key achievements by the Millthorpe Village Committee and each sub-committee is also tabled at the AGM.

#### **Agendas & Minutes**

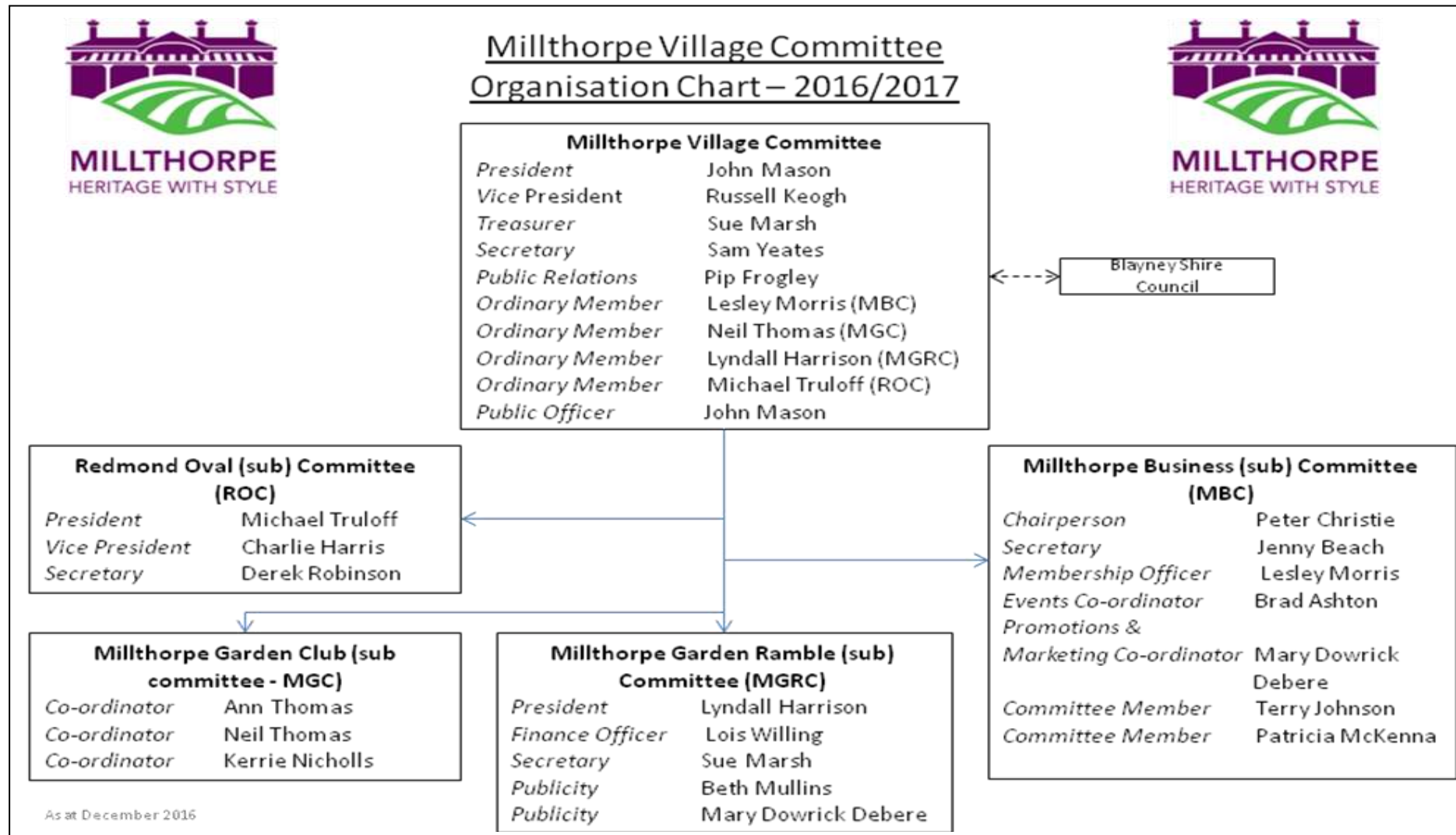
Agendas and minutes of meetings by the Millthorpe Village Committee and its sub-committees are required to be recorded, published and filed by the secretary of the committee and each sub-committee.

## **2. ORGANISATIONAL STRUCTURE**

The Millthorpe Village Committee (MVC) is the legal registered entity under which four delegated sub-committees operate. Those sub-committees are the Millthorpe Business Committee (MBC), the Millthorpe Garden Ramble Committee (MGRC), the Millthorpe Garden Club (MGC) and the Redmond Oval Committee (ROC). All sub-committees are structurally and legally part of the MVC as per the MVC constitution and are required to table updates on projects at each MVC meeting.

The following chart represents the current structure of the MVC and its formal sub-committees the MBC, MGRC, MGC and ROC.

## 2.1 Millthorpe Village Committee Organisation Chart



### **3. COMMITTEE MISSIONS**

#### **3.1 Millthorpe Village Committee Mission**

The Millthorpe Village Committee is a not for profit organisation and is the peak body representing the Millthorpe community. It works in partnership with Blayney Shire Council to ensure local issues and concerns are brought before Council. When appropriate it also liaises with other local, state and federal government bodies. The Committee works to enhance amenities in the village, organises community events and provides a forum for the community.

#### **3.2 Millthorpe Business Committee Mission**

The MBC is tasked with managing aspects of business development and business activity in Millthorpe and acts specifically to support, strengthen and coordinate businesses activity in Millthorpe by:

- promoting the village as a tourist destination
- by attracting local, regional, national and international visitors
- supporting new businesses and encouraging them to become members of the MBC

The MBC plays an important role in providing assistance to local businesses by:

- Developing and promoting Millthorpe's reputation and image to locals, regional visitors and tourists.
- Ensuring that all promotion is consistent with the basic and agreed positioning of the village 'Millthorpe - Heritage with style' and is in the best interest of the wider community.
- Managing the use of the Millthorpe Logo to members and others, as approved by the MBC who will ensure that it is used correctly and consistently.
- Seeking and raising funds from members, all tiers of government and other organisations to promote Millthorpe.
- Preparing and managing marketing and promotion.
- Encouraging sponsorship and to join and co-operate with other promotional bodies and schemes.
- Working closely and co-operatively with the MVC in matters affecting the village as a whole, including implementing actions as set out in the Millthorpe Village & District Strategic Plan.

Key activities of the MBC are:

- In consultation with the MVC, develops marketing and promotion strategies for print, signage, publicity, internet, press, television, radio and other publicity platforms.
- Manages and updates the Website, Facebook page, Instagram on behalf of the MVC.
- Drafts the annual updates to the Village Visitors Guide, for approval by the MVC and actions its production and distribution.
- Management of the Visitor Information Stand
- Manages and calls meetings of the Business sub-committee and facilitates new MBC member applications.

- Supports the MVC to liaise with tourism bodies such as Brand Orange, Orange City Council, Blayney Shire Council and other regional villages to develop tourism products and services.
- Acts as one of the MVC contact points for external enquiries regarding business and general tourism, for example, from Local Council, Brand Orange and groups visiting Millthorpe, and the general public.
- In consultation with the MVC and its other Sub-Committees, co-ordinates events such as Millfest, Garden Ramble, Markets, Museum and other Village happenings of interest
- Business Development
- Advises the MVC on general street and shop front presentations, (look, beautification, plantings) in the business sections of the village

### **3.3 Millthorpe Garden Ramble Committee Mission**

The MGRC project manages and delivers the annual Millthorpe Garden Ramble event which is held in November each year.

### **3.4 Millthorpe Garden Club Mission**

The primary special interest of the MGC is to co-ordinate garden visits and garden related outings.

### **3.5 Redmond Oval Committee Mission**

The ROC promote, develop, consult and action matters relating to the improvement of Redmond Oval as a community asset.



## **4. MEMBERSHIP**

### **4.1 Millthorpe Village Committee Membership**

Membership of the MVC is open to all Millthorpe and District residents. The membership year is 1 July through to 30 June (a financial year) and the current annual fee is \$10.00 inclusive of GST.

### **4.2 Millthorpe Business Committee Membership**

Membership is open to anyone with any business in the Millthorpe village district and its postcode. An application process is available for potential members who will be approved by the MBC and MVC. An annual membership fee is required to be paid once the application is approved, the current annual cost of membership being \$75.00 per year inclusive of GST. MBC members must also be a financial member of the Millthorpe Village Committee.

### **4.3 Millthorpe Garden Ramble Committee Membership**

There is no formal membership or fee required to be a member of the MGRC sub-committee however all MGRC members must be financial members of the MVC.

### **4.4 Millthorpe Garden Club Membership**

There is no formal membership or fee required to be a member of the MGC sub-committee however all MGC members must be financial members of the MVC.

MGC members contribute \$3.00 at each meeting they are present at to cover the cost of a 'thank-you' gift for the garden owner where the visit is taking place.

### **4.5 Redmond Oval Committee Membership**

There is no formal membership or fee required to be a member of the ROC sub-committee however all ROC members must be financial members of the MVC.

### **4.6 Application for Membership**

A membership application is available from the MVC secretary. The application form can be used to apply for membership of the MVC and if required the MBC.

## **5. POSITIONS AND ROLES**

### **5.1 Millthorpe Village Committee Positions and Roles**

The executive committee of the MVC is comprised of a president, vice president, treasurer, secretary, public relations, public officer and 4 ordinary members. They are elected and delegated each year at the AGM to carry out business on behalf of the membership.

#### **President and Vice President**

The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.

#### **Treasurer**

It is the duty of the treasurer of the association to ensure that all money due to the association is collected and received and that all payments authorised by the association are made, and that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association and each of its sub-committees.

#### **Secretary**

It is the duty of the secretary to keep minutes of all appointments of office-bearers and members of the committee, and the names of members of the committee present at a committee meeting or a general meeting and all proceedings at committee meetings and general meetings.

#### **Public Relations**

The public relations officer is responsible for the promotion of the organisation and its activities and media liaison.

#### **Public Officer**

The public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association. The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.

#### **Ordinary Members**

Four ordinary members are also elected, one from each sub-committee, to represent each of the four sub-committees on the MVC executive committee.

## **5.2 Millthorpe Business Committee Positions and Roles**

The MBC structure is comprised of a chairperson, secretary, events co-ordinator, marketing & promotions co-ordinator, membership officer and two general committee members. Note a treasurer is not required as the MBC operate out of the MVC bank account – see the financials section for more information.

### **Chairperson** (or President)

The Chairperson (or President) will chair meetings and oversee the operation of the MBC, and liaise closely with MVC and attend MVC meetings. This person would also liaise, or co-ordinate the liaison, with all levels of government on MBC matters and where there is a potential overlap in jurisdiction, will coordinate and communicate directly with the President and executive of the MVC.

### **Secretary**

Preparations of agendas, minute meetings, manage documentation and provide all financial and other related documents and reports to MVC Treasurer to enable the MVC Treasurer to manage the MBC transactions and ledgers.

### **Events Co-ordinator**

Management of ongoing events and group visits.

### **Marketing & Promotions Co-ordinator**

Liaise with other external tourism bodies e.g. Brand Orange, Orange City Council, and Blayney Shire Council. Manage other marketing and promotional activities listed above, including the production of the Visitor Guide.

### **Membership Officer**

Liaise with the membership base and accept applications from new members and assist the MVC in the processing of these new membership applications and renewals. The Membership Officer would also act as a contact point for feedback from members regarding issues raised that require addressing.

### **Committee Members**

Undertake specific tasks as they are identified. Note that these General Members may not be elected at the 'election' meeting, rather are identified by the Executive as specific needs or events are being planned.

Executive Committee nominees must be financial members of the Business Committee, before they can stand for election.

### **5.3 Millthorpe Garden Ramble Committee Positions and Roles**

The MGRC structure is comprised of a president, treasurer, secretary, publicity and committee members.

#### **President**

The president is to preside as chairperson at each meeting of the sub-committee.

#### **Secretary**

It is the duty of the secretary to keep minutes, the names of members of the committee present at a sub-committee meeting and all proceedings at those meetings.

#### **Finance Officer**

It is the duty of the finance officer to ensure that all money due is collected and received from the Garden Ramble event and that related payments of accounts are authorised by the sub-committee.

#### **Publicity**

The publicity officer is responsible for the promotion and media liaison with regard to the annual Garden Ramble event.

### **5.4 Millthorpe Garden Club Positions and Roles**

The MGC structure is comprised of three co-ordinators. Co-ordinators are responsible for chairing meetings, keeping minutes and names of committee members present at sub-committee meetings and all proceedings at those meetings and ensuring all monies due at meetings are collected and correctly accounted for and related accounts are authorised for payment.

### **5.5 Redmond Oval Committee Positions and Roles**

The ROC structure is comprised of a president, vice president, secretary and committee members.

#### **President and Vice President**

The president or in the president's absence, the vice-president, is to preside as chairperson at each meeting of the sub-committee.

#### **Secretary**

It is the duty of the secretary to keep minutes, the names of members of the committee present at a sub-committee meeting and all proceedings at those meetings.

## **5.6 Election of Office Bearers**

Office bearers for the MVC are elected annually at the MVC Annual General Meeting held in August each year.

The MBC will elect new office bearers at the first meeting of each new Financial Year, usually its July meeting, at which executive positions of the MBC will be declared vacant and an election for all positions will take place.

The MGRC elect new office bearers annually, generally following the annual Garden Ramble event and finalisation of the event and associated financials.

The MGC elect new office bearers in December each year.

The ROC elects new office bearers annually.

## **6. FINANCIAL STRUCTURE AND REPORTING**

### **6.1 Overview**

The Millthorpe Village Committee (MVC) is a legal entity and is required to file an annual financial statement for each financial year with Fair Trading NSW. This statement also incorporates all financials associated with its sub-committees - the Millthorpe Business Committee (MBC), Millthorpe Garden Ramble Committee (MGRC), Millthorpe Garden Committee (MGC) and the Redmond Oval Committee (ROC). All sub-committees operate out of the MVC bank account and separate ledgers are maintained for each of those sub-committees which reconcile to the MVC bank account.

The treasurer of the MVC is required to prepare a financial report for each MVC meeting detailing the receipts and payments for the committee and each sub-committee and a year end report to be tabled at the MVC AGM which categorises and summarises receipts and payments for the year being reported and also reconciles to the MVC bank account. These reports also detail the financials in relation to each of its sub-committees being the MBC, MGRC, MGC and ROC.

### **6.2 Millthorpe Village Committee Financials**

The MVC has an account with the Commonwealth Bank (Orange). The MBC, MGRC, MGC and ROC operate out of this account and financial transactions are recorded independently and are essentially separate charts of accounts which reconcile to the one bank account being the MVC bank account.

The MVC is registered for GST and files an annual GST return. One annual GST return is submitted for all MVC and sub-committee transactions by the MVC treasurer. Tax Invoices are required for all financial transactions.

### **6.3 Sub-Committee Financials**

The MBC, MGRC, MGC and ROC operate out of the MVC bank account with the MVC treasurer maintaining a separate chart of accounts for each sub-committee reconciling to the MVC bank account.