



Victoria Branch Membership Secretary - Position Description

Purpose of Position

- a) To undertake the administrative requirements of membership management on behalf of the Victoria Branch, including liaison with the National Membership Officer, National Membership Director, and provision of support to Regional Groups.
- b) Assist the Chairman in providing leadership to the Victoria Branch and the Regional Groups.

Governance

- a) Take a proactive role in the development and review of Victoria Branch Policies and Procedures.
- b) As a member of the Victoria Branch Committee ensure all decisions and actions of the committee are compliant with Order of Australia Association, Constitution, Bylaws, Policies and Procedures

National Policies

- a) As required, provide input to the Victoria Branch response to the development and/or review of national policies and procedures.

Planning

Victoria Branch policies and programs

- a) Contribute to the development of Victoria Branch policies and calendar of meetings and events.

National Conference

- a) Assist the Victoria Branch Chair in the development of the Victoria Branch proposal for the holding of the National Conference when scheduled to be held in Victoria.

Finance

- a) Actively review the financial report presented by the Treasurer to each monthly meeting.
- b) Ensure decisions made by the committee are aimed at achieving the financial viability of the Victoria Branch in the long term.
- c) Contribute to the development of the Victoria Branch Annual Budget.

Membership

- a) Ensure decisions of the Victoria Branch Committee have a focus on growth of membership through new members and retention of members.
- b) Increase awareness of the association in the community.

Meetings

Victoria Branch

- a) Attend monthly Victoria Branch Committee meetings.
- b) Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports where required.



- c) Attend Victoria Branch signature events including Inspiring Australians Oration, New Awardees Reception and Annual Luncheon.
- d) Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- e) Perform other responsibilities assigned by the Victoria Branch Chair/Branch committee from time to time.

Regional Groups

- a) Attend the three Regional Group Representatives meetings held each year as a representative of the Victoria Branch Committee.

Membership Secretary

Database Management

With access to restricted functionality, use the national membership database to:

- a) Update (edit) membership data
- b) Allocate regional groups to new members
- c) Perform downloads to create quarterly Excel membership updates for regional groups.
- d) Perform limited membership queries
- e) Send bulk emails to members with email addresses

Provision of Membership Data to and Liaison with Regional Groups

- a) Maintain a list of regional group representatives authorised to receive membership data
- b) Provide quarterly membership updates to authorised regional group representatives
- c) Provide new awardee lists to authorised regional group representatives
- d) Provide ad hoc membership updates to authorised regional group representatives
- e) Deal with ad hoc queries from regional group representatives

Member Communications

- a) Send Victoria Branch electronic newsletters and other ad hoc communications to members with email addresses via the national membership database
- b) Follow up members in arrears on advice from the National Membership Officer
- c) Deal with ad hoc member queries, particularly after bulk email communications

Reporting

- a) Provide a quarterly membership report to the Victoria Branch Committee
- b) Provide ad hoc reporting as requested

Other

- a) Carry out other duties as directed by the Chairman or agreed by the Victoria Branch Committee