



## Regional Group Coordinator - Position Description

### Purpose of Position

- a) Facilitate the three (3) Regional Group (RG) meetings annually.
- b) Chair the three meetings, and assist Regional Groups (RGs) as required.
- c) Act as an advocate for the RGs on the VIC Branch Committee which meets February to November on the third Tuesday mostly from 2.00pm to 5.00pm latest finish time.
- d) 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.

### Regional Groups

- a) Overview activities of each RG and ensure they hold their Annual General Meeting in compliance with the Constitution and provide their Annual Financial Report and other financial information within required timelines during the year.

### **Planning**

- a) Ensure list of RG Office Bearers is current; particularly following the Annual General Meetings of each of the RGs. Ensure VIC Branch committee receives a copy.
- b) Ensure VIC Branch webmaster is advised when there is a change of a RG Chair to ensure OAA website is updated. Also advise VIC Branch Office Bearers.
- c) Work with VIC Branch Secretary in preparing the schedule of RG attendance at VIC Branch Committee meetings.

### 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

### Regional Groups

- a) Email Notice of Meeting at least two weeks prior to meeting seeking reports from Regional Groups.
- b) Prepare and distribute RGs Meeting Agenda to Regional Group Representatives, cc VIC Branch Committee with RG reports included
- c) Prepare list of attendees and convey number attending to VIC Branch Secretary to ensure bookings for lunch prior to March and July RG Meetings. Note maximum two attendees per RG at the lunch at RACV City Club, cost \$15 per attendee payable on the day.
- d) Chair the three meetings of the Regional Groups.
  - i) Prepare and distribute Minutes of each meeting. Note there is an assistant who prepares the drafts minutes
  - ii) Follow up any Action Items from each meeting
- e) Table any recommendations from the RG Meeting to the next VIC Branch committee meeting.

### VIC Branch Committee

- a) Represent the Regional Groups on the VIC Branch committee.
- b) Prepare monthly report (February to November) regarding RGs for inclusion in VIC Branch committee agenda meeting pack.
- c) Include copies of any Regional Group Newsletter in monthly report to Vic Branch committee.

## Other

- a) Extract details of upcoming events from Regional Group reports and forward to VIC Branch webmaster for inclusion in the Annual Program section of the website.