



Victoria Branch Secretary - Position Description

Purpose of Position

- a) To undertake the administrative requirements on behalf of the Victoria Branch, assisting with the Governance of the Branch and supporting the Events Committee and other sub committees as required.
- b) To fulfil the role on the VIC Branch Committee this meets monthly between February and December, generally on the third Tuesday, from 2.00pm to approximately 5.00pm.
- c) Assist the Chairman in providing leadership to the Victoria Branch and the Regional Groups.

Governance

Annual General Meeting

- a) Ensure administrative arrangements are in place for Victoria Branch Annual General Meeting.
- b) Liaise with RACV City Club to arrange meeting room for the holding of the Victoria Branch Annual General Meeting.
- c) Ensure Notice of Annual General Meeting and call for nominations are advised, to all members, in accordance with Victoria Branch Rules timelines.
- d) Arrange with VIC Branch webmaster for Notice of Meeting and Nomination Form to be included on Victoria Branch pages of OAA National Web site.
- e) Receive nominations for Victoria Branch Positions.
- f) Receive items for AGM agenda.
- g) Ensure all members in attendance sign the Attendance Record.
- h) Facilitate voting for positions, if required.
- i) Prepare and distribute Minutes of AGM
- j) Send confirmed minutes from previous year, minutes of current year after approved by Branch Chairman to Victoria Branch webmaster for inclusion in the Victoria Branch pages of the OAA National website.

National Policies

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

Victoria Branch Meetings

- a) Ensure all Victoria Branch Committee meeting agendas; adopted minutes and correspondence are stored in the OAA national One Drive system.

General

- 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, By Laws and Policies



Planning

Victoria Branch Policies

- c) Contribute to the development of Victoria Branch Policies.
- d) Monitor Victoria Branch Policies and ensure they are presented for review within the required timelines.

National Conference

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

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.
- d) Act as a signatory to the Victoria Branch Accounts and where required authorise accounts for payment.

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 Meetings

- a) Ensure administrative arrangements are in place for Victoria Branch monthly committee meetings including virtual meetings or if face to face by liaising with RACV City Club to arrange a meeting room, catering and facilities for each monthly meeting.
- b) Receive items from Victoria Branch Committee members for inclusion in the meeting agenda.
- c) Prepare the draft Agenda for the monthly meetings for consideration and approval of Vic Branch Chair.
- d) After approval, by the Chair, distribute Agenda for monthly meetings.
- e) Prepare the draft Minutes and Action List of items arising from each meeting for consideration and approval of Vic Branch Chair.
- f) Distribute Draft Minutes and Action List of items arising from each meeting.
- g) Attend Victoria Branch signature events including Inspiring Australians Oration, New Awardees Reception and Annual Luncheon.

Regional Groups



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

- a) Liaise with Regional Groups Coordinator in preparing the schedule of Regional Group representative's attendance at Victoria Branch Committee meetings.
- b) Send invitation to Regional Group/s rostered to attend Victoria Branch meeting including request for their report to include in Victoria Branch Committee Meeting agenda.

Committees

Sub committees

- a) Hold on file an up to date copy of the Terms of Reference for each sub committee

Other

Victoria Branch Post Office Box

- a) Ensure the Vic Branch Post Office Box, located in the Melbourne CBD, is cleared on a regular basis noting the Treasurer also has a key to PO Box.

Events

- a) Establish TryBooking page for all Victoria Branch events.
- b) Assist with enquiries for bookings for Victoria Branch events.
- c) Monitoring of bookings received, keeping Chair and Events Chair updated on bookings and any trends that may require their attention.
- d) Prepare name tags for the attendees at the following events
 - New Awardees Reception (Name tags for New Awardees only)
 - Annual Luncheon.
- e) Maintain a list of attendees at functions in accordance with the Order of Australia Association's Insurer's requirements

Complaint Handling Officer

- a) Include an item relating to the appointment of the Complaint Handling Officer on the agenda of the Victoria Branch meeting following the Annual General Meeting each year.

Other

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

As approved 17th Nov 2020