



Victoria Branch Chair - Position Description

Purpose of Position

The purpose of the position is to:

- a) Provide leadership to the Victoria Branch committee and members.
- b) Represent the Victoria Branch on the National Board and, or support the Victoria Branch Nominated Director, in ensuring the Victoria Branch position on all matters is presented in the best interests of the Victoria Branch.
- c) Ensure compliance, at all times, with constitutional requirements, National Policies and Victoria Branch Policies.
- d) Develop Branch activities that are based on meeting the needs of Branch members,
- e) Have a range of actions in place to ensure retention of existing members, recruiting of new members and increased awareness of the Association in the community.

Governance

Victoria Branch Policies and Procedures

- a) Ensure all decisions and actions of the committee are compliant with the Order of Australia Association Constitution, By-laws and Policies.
- b) Ensure Victoria Branch Policies and Procedures are regularly reviewed and updated. If appropriate they should comply and complement National Policies and Procedures.

National Policies

- a) Encourage Victoria Branch committee and if appropriate Regional Groups to have input into the development of National Policies, Procedures and Risk Register as required.

Constitutional Review

- a) Encourage Victoria Branch committee input into the request for comments as part of the review of the Order of Australia Constitution, By-laws and Policies is provided within the required timeline.

Victoria Branch Annual General Meeting

- a) Ensure all the necessary actions are taken to formally notify members of the upcoming Annual General Meeting and the calling of nominations for all Victoria Branch Committee positions. .
- b) Ensure the Annual General Meeting is held within the timelines required by the Order of Australia Constitution, By-laws and Policies.



Victoria Branch Committee Members

- a) Ensure Office Bearers update their Position Description each October for Victoria Branch Committee to review and endorse prior to the annual calling of nominations for each position.

Planning

Annual Program

- a) Oversee the development of Victoria Branch calendar of meetings and events in conjunction with the Secretary, Treasurer and Events coordinator for VIC Branch committee endorsement.

Financial

- a) Oversee the development of the Victoria Branch Annual Budget.

Victoria Branch Committee

- a) Encourage all Vic Branch Committee members to develop and progress continuity/succession plans for their positions.
- b) In conjunction with the Vic Branch Deputy Chair, Secretary and Treasurer develop a Induction program or manual to assist newly elected members of the Vic Branch committee.
- c) Ensure any outgoing member of the Vic Branch committee has prepared an appropriate document that can be used to assist their replacement in undertaking the position.

National Conference

- a) Take the lead role in the development of the Victoria Branch proposal for the holding of National Conferences scheduled to be held in Victoria.

Meetings

Victoria Branch Committee Meetings

- a) Arrange timely meetings of the Victoria Branch Committee to consider and execute the business of the Branch.
- b) Chair Victoria Branch Committee meetings
- c) With the Secretary prepare the Agenda and Minutes of all meetings.
- d) Provide written report detailing the activities undertaken since the previous meeting for inclusion in Victoria Branch Committee agenda pack.
- e) Attend monthly meetings

Regional Groups

- a) Attend the Regional Group Representatives meeting, currently held three times each year, to provide an update of National and Victoria Branch activities to the RG representatives.



- b) In conjunction with the Victoria Branch Treasurer and Regional Groups Coordinator ensure during the year each Regional Group is prepared for end of financial year reporting compliance.

Committees

Merchandise.

- a) Ensure that the merchandise subcommittee has a focus aimed at meeting the requirements contained in the Merchandise Agreement held between Victoria Branch and National.
- b) Oversee, together with the VIC Branch committee that the merchandise subcommittee stock control and selling price of stock is in accordance with annual budget.

Communications.

- a) Ensure the communications subcommittee prepare Quarterly editions of the Victoria Branch e-Newsletter together with providing articles for each quarterly edition of The Order.

Events

- a) Ensure the Event coordinator undertakes the planning and organising the Branches annual program of events.

Membership

- a) Ensure the Membership Secretary maintains the Victoria Branch data base, provides Quarterly Membership reports to Victoria Branch and Regional Groups and other reports or mail outs to Victoria Branch members as requested.

Media

- a) Serve as spokesperson for the Victoria Branch as appropriate.

Finance

- a) With the Treasurer ensure financial control procedures are adequate and that financial risk management strategies are in place.
- b) Ensure that the Treasurer provides monthly year to date financial report, of the Victoria Branch, to each meeting of the Victoria Branch Committee.
- c) Act as a signatory to the Victoria Branch Accounts and where required authorise accounts for payment.

Other