



Victoria Branch Committee Member - Position Description

Purpose of Position

- a) Assist the Chairman in providing leadership to the Victoria Branch and the Regional Groups.
- 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.

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, By Laws and Policies

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 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.

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) Regularly attend monthly Victoria Branch Committee meetings.
- b) Stays informed about committee matters, prepare well for meetings and reviews and comment on minutes and reports where required.



- c) Attends Victoria Branch signature events including Inspiring Australians Oration, New Awardees Reception and Annual Luncheon.

Regional Groups

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

Committees

Sub Committees

- a) Where nominated by the Victorian Branch Chair, in consultation with the Vic Branch Treasurer and Secretary, accept the role of Chair of a subcommittee or a member of one or more subcommittees.

Other

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

As approved 17thh Nov 2020