



## Victoria Branch Deputy Chairman - Position Description

### Purpose of Position

- a) To understudy and deputise for the Victoria Branch Chairman
- 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**

Victoria Branch Policies and Procedures.

- a) Take the lead role in the development and review of Victoria Branch Policies and Procedures and their presentation to the Victoria Branch Committee as required.
- 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) Take the lead role in providing Victoria Branch input, into the development and review of National Policies, Procedures and Risk Register as required.

### **Planning**

Annual Program

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

Victoria Branch Committee

- a) In conjunction with the Victoria Branch Chair, Secretary and Treasurer develop an Induction Program for newly elected members of the Victoria Branch Committee.
- b) Undertake as required the Induction Program, in conjunction with the Vic Branch Chair, Secretary and Treasurer, for newly elected members of the Victoria Branch Committee.

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**



THE  
ORDER OF AUSTRALIA  
ASSOCIATION  
VICTORIA BRANCH

- 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) Provide monthly reports to the Victoria Branch Committee detailing the activities undertaken during the previous month.
- c) Attend Victoria Branch signature events including Inspiring Australians Oration, New Awardees Reception and Annual Luncheon.

Regional Groups

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

## **Other**

- a) In the Chairman's absence, act in his/her place
- b) Carry out other duties as directed by the Chairman or agreed by the Victoria Branch Committee

As agreed 17<sup>th</sup> November 2020