



Victoria Branch - Chair Events committee - Position Description

Purpose of Position

- a) As a member of the VIC Branch committee Chair the Events committee.
- b) To oversee the planning, implementation and management of all VIC Branch hosted events.

Events committee

Chair the committee to be responsible for all VIC Branch hosted events including.

- a) Planning
 - Prepare Annual Program of events for consideration and adoption by Vic Branch committee for years beyond 2022
 - Provide estimates of income and expenditure for all events for inclusion in the VIC Branch annual budget for years beyond 2022
 - In conjunction with VIC Branch Chair determine VIP invitations for each event, together with any other non-paying guests.
 - Note VIC Branch has a VIP list; this should be signed off December meeting for use the start of the next year. Other non-paying guests other the speaker/entertainment and MC should be a committee decision and sign off before finalising the budget.
 - Liaise with OAA Merchandise Chair regarding the opportunity to sell merchandise at certain events, space required (2 tables/chairs) when considering suitable event venues.
 - Storage of OAA VIC Branch assets used at some venues – OAA Medal board, flag, pull up banner.
 - Essential site inspections are undertaken to ensure venues being considered are accessible for attendees of all abilities.
- b) Implementation
 - Prepare report on forthcoming events to Vic Branch committee including, timelines and responsibilities for each VIC Branch members for each of the stages for the event.
 - Prepare draft event Invitation for sign off by VIC Branch Chair.
 - Prepare promotional items relating to events for inclusion in *The Order* and the Victoria Branch e-Newsletter and VIC Branch webpage or distribution to the VIC Branch e-Database as required. Including providing timely advice to the Vic Branch Membership Secretary of any Invitations or follow up information and/or documentation that is to be sent to the VIC Branch e-Database
 - Provide VIC Branch Secretary with event information required for creating TryBooking site including providing content for covering email sent with event Invitation.
 - Ensure that all current Victorian Government COVID Regulations and Requirements for events are communicated to attendees and monitor compliance at events. Must be noted on invitation. Also be aware of OAA National Policy regarding health, safety and welfare of attendees,
 - In conjunction with VIC Branch committee prepare a run sheet, including required involvement of Branch committee members, for use by the Chair, Master of Ceremonies in conducting the event.



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

- In conjunction with the Vic Branch Treasurer, provide a report to Vic Branch committee detailing income and expenses following each event and provide comment on any variances with the annual budget.
 - At the conclusion of events prepare articles with photos for inclusion in *The Order* quarterly national magazine to all members and the Victoria Branch e-Newsletter as appropriate also quarterly to VIC e-database.
- c) Minutes
- Ensure minutes are taken for all Events committee meetings and sent to Minute Secretary for storage in the national OneDrive/ SharePoint system
- d) Terms of Reference
- Develop Terms of Reference for Events Committee
 - Monitor the activities of the committee against the agreed Terms of Reference for the committee and recommend changes as required and undertake full review of Terms of Reference every two years or earlier if required.

Governance

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

National Policies

- a) As required, in conjunction with other committee members provide input to the VIC Branch response to the development and/or review of national policies and procedures.

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

- a) Attend VIC Branch committee meetings. The VIC Branch Committee meeting dates for 2022 are a mix of five (5) virtual and three (3) face-to-face in Melbourne CBD as per the attached Meeting and Event Schedule.
- b) Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports where required.



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Other

- a) Use the Order of Australia Association Microsoft Office 365 account allocated email address for all communication.
- b) Attend Victoria Branch signature events including Inspiring Australians Oration, Annual General Meeting Lunch, New Awardees Reception and Annual Dinner End of Year Dinner

As at Feb 2, 2022