



## 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. The VIC Branch Committee meeting dates for 2022 are a mix of five (5) virtual and three (3) face-to-face in Melbourne CBD refer to Meetings and Events Schedule on the VIC Branch Administration Annual General Meeting section of the OAA website. The Regional Group Representatives meeting are held in March, July and November of each year, attendance encouraged if time allows.

### **Governance**

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

### National Conference May 2023 in Victoria

- a) Assist the Victoria Branch Chair and 2023 National Conference committee Chair in the development and implementation of the Victoria Branch program of activities for the holding of the National Conference scheduled to be held in Victoria May 2023

### **Finance**

- a) Actively review the financial report presented by the Treasurer
- 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. Financial year is January 1 to December 31.

### **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 Victoria Branch Committee meetings.
- b) Stays informed about committee matters, prepare well for meetings
- c) Where possible attend Victoria Branch-events listed on Annual Meetings and Events Schedule.



THE  
ORDER OF AUSTRALIA  
ASSOCIATION  
VICTORIA BRANCH

### **Committees**

- a) Subject to skills and available time join a VIC Branch committee such as Events or Merchandise

As at 03 March 2022