THE ORDER OF AUSTRALIA ASSOCIATION
VICTORIA BRANCH

Victoria Branch Secretary - Position Description

Purpose of Position

a) To undertake the administrative requirements on behalf of the VIC Branch, assisting with the Governance of the Branch, providing guidance and support to the Minute Secretary and committees as required.
b) To fulfil the role on the VIC Branch Committee. The VIC Branch Committee meeting dates for 2023 are a mix of nine (9) virtual and one (1) face-to-face in Melbourne CBD as per the attached Meeting and Event Schedule.
c) Assist the Chairman in providing leadership to the VIC Branch and the Regional Groups.

Governance

Annual General Meeting

a) In conjunction with the VIC Branch Chair ensure administrative arrangements are in place for VIC Branch Annual General Meeting.
b) Where required liaise with selected venue to arrange meeting room for the holding of the VIC Branch Annual General Meeting.
c) In conjunction with the VIC Branch Chair facilitate Notice of Annual General Meeting and call for nominations being advised, to all financial members, in accordance with National Constitution and By-laws
d) Provide timely advice to the Vic Branch Membership Secretary of any documentation that is to be sent to the VIC Branch e-Database
e) Arrange with VIC Branch Chair for Notice of Meeting and Nomination Form and other ancillary information to be included on VIC Branch pages of OAA National Web site.
f) Receive nominations for VIC Branch Positions.
g) Receive items for AGM agenda.
h) Ensure all members in attendance sign the Attendance Record.
i) In the event that a vote is required for any VIC Branch position facilitate, in conjunction with the VIC Branch Chair the sending of voting form for positions to all VIC Branch members.
j) Send confirmed minutes from previous year, minutes of current year after approved by VIC Branch Chair to VIC Branch Chair for inclusion in the VIC Branch pages of the OAA National website.

Victoria Branch Meetings

a) Ensure all VIC Branch Committee meeting agendas; adopted minutes and correspondence are stored in the OAA national One Drive system. (Sharepoint)
b) As a member of the VIC Branch Committee ensure all decisions and actions of the committee are compliant with Order of Australia Association, Constitution, By Laws and Policies

VIC Branch Position Descriptions

a) Review and update Position Descriptions for all VIC Branch Positions prior to the end of 2023

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 as part of the VIC Branch committee are aimed at achieving the financial viability of the VIC Branch in the long term.
c) Contribute to the development of the VIC Branch Annual Budget.
d) Act as a signatory to the VIC Branch Accounts and where required authorise accounts for payment.

Membership

a) In conjunction with other VIC Branch committee members ensure decisions of the VIC 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 Meetings

a) Ensure administrative arrangements are in place for VIC Branch–committee meetings including virtual meetings or if face-to-face by liaising with agreed meeting venues to arrange a meeting room, catering and facilities for each meeting.
b) Receive items from VIC Branch Committee Chairs and members for inclusion in the meeting agenda.
c) Prepare the draft Agenda for the meetings for consideration and approval of VIC Branch Chair.
d) After approval, by the Chair, distribute Agenda for meetings to all committee members and Regional Group Representatives scheduled to attend the meeting a minimum of five days before the meeting.
e) Set up the TEAMS Invitation to be sent to all Vic Branch Committee and where appropriate Regional Group representatives attending the virtual meetings.
f) Following receipt of Draft Minutes and Action List from Vic Branch Chair distribute to VIC Branch committee.

Regional Groups

a) Liaise with Regional Groups Coordinator in preparing the schedule of Regional Group representative's attendance at VIC Branch Committee meetings.
b) Send invitation to Regional Group/s rostered to attend VIC Branch meeting including request for their report to include in VIC Branch Committee Meeting agenda.

Minute Secretary

a) Provide guidance and support to the Minute Secretary undertaking the preparation of the preparation of VIC Branch minutes and Action List

Other

Victoria Branch ZOOM Account

a) Administer the Vic Branch ZOOM Account including:

- Renewing subscription when necessary
- Set up ZOOM session for Vic Branch Functions
- Liaising with Regional Groups regarding requests for use of Account.

Victoria Branch Post Office Box

a) Ensure the VIC Branch Post Office Box, located in the Melbourne CBD, is cleared on a regular basis noting this is currently handled by Deputy Chair, and is the preferred arrangement for 2023,
b) Use the Order of Australia Association Microsoft Office 365 account email address (secvic@theorderofaustralia.asn.au) for all communication.
c) Carry out other duties as directed by the Chairman or agreed by the VIC Branch Committee
d) Where available attend VIC Branch signature events including Inspiring Australians Oration, Annual General Meeting lunch, Order of Australia reception for new recipients who have joined the Association, End of Year Dinner and National Gallery of Victoria Winter Masterpieces

As updated Feb 5 2023