



Position Description Victoria Branch; Chair Events committee –

Note this committee PD covers OAA Victoria Branch hosted events being face-to-face and virtual, not Regional Group events, they manage their own.

Purpose of Position

- a) As a member of the OAA Victoria Branch committee Chair the Events committee.
- b) To oversee the planning, implementation and management of all VIC Branch hosted events.
- c) The Victoria Branch Committee meeting dates for 2023 are a mix of virtual and face-to-face in Melbourne CBD as per the attached Meeting and Event Schedule for 2023.

Note for budget and planning purposes 2023 calendar year events are approved November 2022, this includes event dates, times, venues, quotes and often speakers and MCs.

Events committee

Chair the committee responsible for all VIC Branch events including:

- a) Planning
 - Prepare Annual Program of events for consideration and adoption by Vic Branch committee. Already set for 2023
 - Provide estimates of income and expenditure for all events for inclusion in the VIC Branch annual budget. Already actioned for 2023
 - Consider suitable speakers and MC for each event using OAA financial members. OAA VIC Branch does not pay speakers; they are given a merchandise gift as a thank you.
 - Where appropriate invite a past OAA Foundation scholarship recipient to also speak.
 - In conjunction with VIC Branch Chair determine VIP invitations for each event, together with any other non-paying guests VIC Branch has a VIP list, this should be signed off at December meeting for use the start of the next year. Other non-paying guests other than speaker/entertainment and MC should be a committee decision and signed off before finalising the budget.
 - Liaise with OAA Merchandise Chair regarding the opportunity to sell merchandise at certain events, space required (2 tables with cloths & 2 chairs) when considering suitable event venues. Opportunities for 2023 are the Oration (Feb), Annual lunch (March), Thank You Reception (Oct) and End of Year Dinner (Nov)
 - Storage of OAA VIC Branch assets used at some venues – OAA Medal board, flags, pull up banner. Currently stored at Peter Jones Special Events business address
 - Essential site inspections are undertaken to ensure venues being considered are accessible for attendees of all abilities. Note: These are all confirmed for 2023.
- b) Implementation
 - Prepare report on forthcoming events to Vic Branch committee including, timelines and responsibilities for each of the stages for the event.
 - Draft event invitation noting date, time, venue and address, speaker and brief bio. Cost noting GST is included and cost inclusion eg: light refreshments, 2 course lunch or dinner and if drinks are at bar price. Appropriate Order of Australia medal subject to event time.
 - Prepare marketing of events for inclusion in the Victoria Branch e-Newsletter and VIC Branch webpage and for distribution to the VIC Branch e-Database as required. Also include *The Order* national magazine if considered to be of national importance.
 - Prepare a run sheet for use by the Chair, Master of Ceremonies, speakers, entertainers, catering/kitchen and AV if applicable. Run sheet should have VIC Branch committee input especially if it requires committee members to assist at the event.
- c) TryBooking Account
 - Creating TryBooking site for Victoria Branch events.
 - Provide text/copy populate the various sections of the TryBooking site.

- Monitoring bookings and provision of updates to Vic Branch Chair. Chair has access to monitor booking and additional marketing if necessary.
 - Responding to member enquiries regarding bookings and providing assistance with bookings where required
 - Inputting bookings for guest speakers where required
 - Provide final list of attendees to Vic Branch Chair. Include dietary notations.
 - Ensuring final list of attendees noting volunteers at the event is appropriately stored for Insurance purposes.
- d) Provide timely advice to the Vic Branch Membership Secretary of event invitation distribution and reminder date subject to booking numbers. Provide wording for covering email.
- e) Reporting
- In conjunction with the Vic Branch Treasurer, provide a report to Vic Branch committee detailing income and expenditure following each event and provide comment on any variances with the annual budget.
 - Arrange TryBooking funds to be transferred to OAA VIC Branch general account within two working days of the event.
 - Approve invoices related to events for payment, Treasurer to action payments
 - At the conclusion of events prepare articles with photos for inclusion in *The Order* national magazine distributed to all members and the Victoria Branch e-Newsletter as appropriate to VIC e-database
- f) Minutes
- Ensure minutes are taken for all Events committee meetings and saved in the national OneDrive/ SharePoint system and a copy included in VIC Branch committee agenda pack.

Meetings

Where possible attend VIC Branch committee meetings.

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

National Policies

As required, in conjunction with other Branch committee members provide comments to 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 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.

Other

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

Updated 28 Jan 2023