



Key responsibilities of all OAA VIC Branch committee members

Purpose

- a) Applicable to all VIC Branch committee members.
- b) Refer to VIC Branch Meeting and Event schedule on the OAA national website under VIC Administration.
- c) Assist in providing leadership to the VIC Branch and the Regional Groups.

Victoria Branch Meetings

- a) As a member of the VIC Branch Committee ensure all decisions and actions of the committee are compliant with the Constitution, By Laws and Policies

VIC Branch Position Descriptions

- a) Officer Bearers review and update Position Descriptions in November each year for sign off by Vic Branch Committee at last Vic Branch meeting of the year in readiness for the next year's Annual General Meeting.

Planning

National Governance

- a) As required, all committee members provide input to the VIC Branch response to the development and/or review of national policies and procedures; Future Development documentation; Risk Register and Strategic Plan.

Finance

- a) Review the financial report included in meeting agenda packs
- b) Ensure decisions made as part of the VIC Branch committee are aimed at achieving the financial viability of the VIC Branch short and long term.
- c) Contribute to the development of the VIC Branch Annual Budget.

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 Order of Australia nomination process in the community and the Association.

Other

- a) Carry out other agreed by the VIC Branch Committee
- b) Where available attend and assist at VIC Branch events Inspiring Australians Oration; Annual General Meeting; Thank You Reception for Order of Australia recipients who have joined the Association, End of Year Dinner and National Gallery of Victoria Winter Masterpieces.