



Key responsibilities for all Order of Australia Association Victoria Branch Office Bearers and Committee members

Purpose

- a) Applicable to all Victoria (VIC) Branch Office Bearers and Committee members.
- b) Refer to VIC Branch 2024 Meeting and Event schedule on the OAA national website under VIC Administration.
Expectation Office Bearers and Committee members attend a minimum of 80% of VIC Branch meetings and events per year.
- 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, Policies and Procedures, Branch Business Plan and Draft Budget.

Victoria Branch Position Descriptions

- a) Officer Bearers and Committee members 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 uploading on the website late January ready for the Annual General Meeting nomination process.

Planning

National Governance

- a) As required, all committee members are encouraged to provide input to the VIC Branch response to the development and/or review of National Policies and Procedures; Strategic Plan, Futures Outcomes and Financial Framework Review.

Finance

- a) Review the financial report included in VIC Branch committee meeting agenda pack at each meeting.
- b) Ensure decisions made as part of the VIC Branch committee are aimed at ensuring 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 conversion of recipients to members and retention of members.
- b) Increase awareness of the Order of Australia nomination process in the community and the Association including diversity in age, gender and culture with nominations.

Other

- a) Carry out other duties that match your skills, interest and time agreed by the VIC Branch Committee
- b) When available attend and assist at VIC Branch events noted on the 2024 Meetings and Events schedule.