



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Order of Australia Association Victoria Branch Deputy Chairman Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch Office Bearers and Committee members' and the Meeting & Events Schedule

Purpose of Position

Deputise for the Victoria Branch Chairman in his/her absence including at meetings and events.

Planning

Victoria Branch Committee

In conjunction with the Victoria Branch Chairman, Secretary and Treasurer develop an Induction Program for newly elected members of the Victoria Branch Committee.

National Conference

Assist the Victoria Branch Chairman in the development of the Victoria Branch proposal to National Board for the holding of the National Conference when scheduled to be held in Victoria. Last held in Victoria May 2023

Current 29 January 2024