



Order of Australia Association Victoria Branch Regional Group Co-ordinator Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch Office Bearers and Committee members' **and** 2024 Meeting & Events Schedule

Purpose of Position

- a) Facilitate the three Regional Group Representatives meetings currently held via Zoom
- b) Chair the three Regional Group meetings and provide support to RGs as required
- c) Act as an advocate for the Regional Groups (RG) on the VIC Branch Committee.

Governance

Overview RGs ensuring compliance with Constitution, By-Laws, Policies, Procedures and required reporting timelines during the year, including Annual General Meeting (AGM) process

Note, with OAA VIC Branch approval, RG are not required to hold an AGM, they are however required to hold at least one meeting per year.

Meetings

- a) Email Notice of Meeting prior to meeting seeking reports from Regional Groups and appropriate VIC Branch Office Bearers and Committee members.
- b) Prepare and distribute RGs meeting agenda pack to Regional Group Representatives, cc VIC Branch Committee
- d) Chair the three Regional Group Representatives meetings
 - i) VIC Branch Minute Secretary prepares draft Minutes for each Regional Group Representatives meeting within seven working days for approval by VIC Branch Regional Groups Co-ordinator; when approved VIC Branch Regional Groups Co-ordinator will email draft minutes to VIC Branch committee and Regional Group representatives within five working days
 - ii) Follow up any Action Items from each meeting

Administration

- a) Ensure list of RG Representatives is current, particularly following the AGMs or annual meeting
- b) Update the OAA VIC Branch Events section of the webpage with Regional Group events
- c) Report to the VIC Branch committee when there is a change of RG Chair to ensure OAA website is updated
- d) Same applies to changes of other RG Office Bearers and Committee positions

VIC Branch Committee

- a) Represent the Regional Groups on the VIC Branch committee
- b) Prepare report regarding RGs for inclusion in VIC Branch committee meeting agenda
- c) Table any recommendations from the RG meetings to VIC Branch Committee. Report will be verbal noting the RG meets same day before VIC Branch Committee meeting.