



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Order of Australia Association Victoria Branch Secretary 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

- a) To undertake the administrative requirements on behalf of the VIC Branch, assisting with the Governance of the Branch, providing guidance and support to the Minute Secretary and committees as required.

Governance

- a) As a member of the Victoria Branch Committee ensure all decisions and actions of the committee are compliant with the Order of Australia Association Constitution, By Laws and Policies and Procedures.
- b) Provide input into the development and review of National Policies, Procedures, Strategic Plan, Futures Outcomes, and Financial Framework as required.

Victoria Branch Meetings

Ensure all VIC Branch Committee meeting agenda packs including reports; adopted minutes; actions lists and appropriate correspondence is stored in the OAA national One Drive system. (Sharepoint) Same process applies for all VIC Branch Regional Group meetings.

Victoria Branch Annual General Meeting

In conjunction with the VIC Branch Chair ensure administrative arrangements are in place for VIC Branch Annual General Meeting in accordance with Constitution and By-Laws including:

- a) In conjunction with the VIC Branch Chair facilitate Notice of Annual General Meeting and call for nominations being distributed to all financial members.
- b) Provide timely advice to the Vic Branch Membership Secretary of documentation to be sent to the VIC Branch Members via email.
- c) Provide timely advice to the Vic Branch Chair of documentation to be sent to the VIC Branch Members via mail if an email address is not noted on national database.
- d) Arrange with VIC Branch Chair for Notice of Meeting; reports listed in agenda; Nomination Form; Proxy Form and list of meetings and events for the next 12 months and all Position Descriptions to be included on VIC Branch pages of OAA National website – VIC Branch Administration pages.
- e) Receive nominations for VIC Branch Office Bearers and Committee positions. (Not applicable for 2024 AGM, VIC Branch does not currently have an elected Branch Secretary, Returning Officer was appointed December 2023)
- f) Separate Nomination Form required for Branch Nominated Director position noting there are different reporting requirements and term of office.

Finance

Act as a signatory to the VIC Branch Accounts.

Meetings

Victoria Branch Meetings

- a) Ensure administrative arrangements are in place for VIC Branch committee meetings including virtual meetings (TEAMS) or face-to-face by liaising with agreed meeting venues to arrange a meeting room, catering and facilities for each meeting.
- b) Receive reports from committee members for inclusion in the meeting agenda.
- c) Prepare the draft Agenda for the meetings for consideration and approval of VIC Branch Chair.
- d) After approval, by the Chair, distribute Agenda pack for meetings to all committee members seven days before scheduled meeting date.
- e) Prepare Action list for the approval of the Vic Branch Chair following each meeting with an update to be presented to next meeting.
- f) Minute Secretary to email draft minutes to VIC Branch Chair to approve and email to VIC Branch Secretary ideally within four working days of the meeting;
- g) Following receipt of approved Draft Minutes from Vic Branch Chair and Action List distribute to VIC Branch committee within seven working days of the meeting.

Current 29 January 2024 for Victoria Branch Secretary Post 2024 VIC Branch Annual General Meeting noting the Branch did not have a Secretary in 2023