



THE
ORDER OF AUSTRALIA
ASSOCIATION LTD
VICTORIA BRANCH

Order of Australia Association Victoria Branch Events 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 the Meeting & Events Schedule

Note this Position Description covers OAA Victoria Branch hosted events being face-to-face and virtual, not Regional Group events, they manage their own.

Purpose of Position

- a) Oversee the planning, implementation and management of all VIC Branch hosted events.

For budget and planning purposes 2024 calendar year events were approved November 2023, this includes event dates, times, venues, quotes and often speakers and MCs.

Events

Responsible for VIC Branch events including:

- a) **Planning**

- In conjunction with the Vic Branch committee prepare Annual Program of events for consideration and adoption. Already set for 2024. A draft for future years needs to be in place prior to setting annual budget.
- In conjunction with Treasurer provide estimates of income and expenditure for all events for inclusion in the draft VIC Branch annual budget. Already actioned for 2024. 2025 draft budget required by national no later than 30 September 2024.
- In conjunction with Vic Branch committee consider suitable speakers and MC for each event using OAA VIC Branch financial members or Order of Australia recipients.
OAA VIC Branch does not pay speakers; they are given a merchandise gift as a thank you
- Where appropriate invite a past OAA Foundation scholarship recipient to also speak
- In conjunction with VIC Branch Chair determine VIP invitations for each event, together with any other non-paying guests. VIC Branch has a VIP list; the list should be signed off before the annual budget is set for the next financial year being 1 January to 31 December.
Non-paying guests other than speaker/entertainment and MC should be a committee decision and signed off before finalising the budget
- Liaise with OAA Merchandise Co-ordinator regarding the opportunity to sell merchandise at certain events, space required (1 table with cloth & 1 chairs) when considering suitable event venues.
Opportunities in 2024 the Inspiring Australians Oration (March); Mid-Year

lunch (June); Thank You Reception (October) and End of Year Dinner (November)

- Storage of OAA VIC Branch assets used at some venues – OAA Medal board/easel, flags/base and pull up banner. Arrange delivery to venue and return to storage.
- Storage of OAA – Vic Branch Name Badges
- Essential site inspections are undertaken to ensure new venues being considered for VIC Branch events are accessible for attendees of all abilities.
- Note: Venues are pencilled in for 2024. Ideally venues should be close to metro and regional public transport.

b) **Implementation**

- Prepare report on forthcoming events for inclusion in Vic Branch agenda pack for committee including, timelines and responsibilities for each of the stages for the event
- Prepare a run sheet for each event to be used by Branch Chair, Master of Ceremonies, speakers, entertainers, catering/kitchen and AV if applicable. Run sheet should have VIC Branch committee input especially if it requires committee members to assist at the event
- Draft event invitation noting date, time, venue and address, speaker and brief bio. Cost noting GST included and cost inclusion eg: light refreshments, 2 course lunch or dinner and if drinks are at bar price. Appropriate Order of Australia medal subject to event time
- Prepare marketing of events for inclusion in the VIC Branch E-Newsletter and VIC Branch webpage and for distribution by VIC Branch Membership Secretary to the VIC Branch e-Database as required. Also include in *The Order* national magazine if considered to be of national interest either pre or post events.

c) **TryBooking Account**

- Create TryBooking link for each event, note the booking link on event invitation and website
- Provide text/copy populate the various sections of the TryBooking site include Postnominals and Dietary/Allergy requirements
- Monitor booking number one month prior to close of bookings
- Responding to member enquiries regarding bookings and providing assistance with bookings where required
- Inputting bookings for guest speaker/s, their partner or guest and other VIPs who are FOC where required
- Bookings cancelled prior to the closing date on TryBooking are fully refunded; cancellations after the close of booking date are not refunded.
- Provide final list of attendees noting dietary/allergy to venue when applicable. For Mid-Year lunch and End of Year dinner allocate attendees to tables
- Allocate seating for Vic Branch Chair, MC, VIPs, schools at Oration
- Ensuring final list of attendees noting volunteers at the event is emailed to VIC Branch Chair for national insurance reporting purposes.

- d) Provide timely advice to the VIC Branch Membership Secretary of event invitation distribution and reminder date subject to booking numbers. Provide wording for covering email.

e) **Event management**

Note some dot points below are allocated to other committee members available to attend the event.

- Prepare name badges for certain events: Mid-Year lunch, Thank You Reception and End of Year Dinner.
- Set up reception table and name badges in alpha order by surname
- Transport Branch assets to venue and set up
- Greet speaker/s introduce to Chair, MC and other committee members
- Test AV with speakers including MC
- Prepare draft run sheet including necessary notes for MC covering Acknowledgment to Country, National Anthem, and note regarding photos for national magazine, Branch E-Newsletter and Social Media.
- Keep an eye on Run Sheet and ensure event runs to time
- Monitor venue staff and ensure all is satisfactory
- Alert Speakers five minutes prior to speaking
- Ensure at least 4 – 6 good pics: Speaker at lectern; Speakers – main and scholarship; MC; overview of room; overview of merchandise desk; etc
- Devise captions for above
- Maintain overall momentum for event ensuring it runs on time
- Collect and store Name Badges following each event where used.

f) **Reporting**

- Action thank you letters
- In conjunction with the VIC Branch Treasurer, provide a report to VIC Branch committee detailing income and expenditure following each event and provide comment on any variances with the annual budget. Note P&L reports from Xero do not include GST
- Approve invoices related to events for payment, Treasurer to action payments
- Arrange TryBooking funds to be transferred to OAA VIC Branch general account within two working days of the event.
- At the conclusion of events prepare articles with photos for inclusion in the VIC Branch E-Newsletter.

Current 2 August 2024