



THE
ORDER OF AUSTRALIA
ASSOCIATION LTD
VICTORIA BRANCH

Order of Australia Association Victoria Branch **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

- a) Provide leadership to the Victoria Branch committee and members in accordance with the values of the Association.
- b) Represent the Victoria Branch as a proxy on the National Board in the absence of the Victoria Branch Nominated Director after approval from National.
- c) Ensure compliance with the Constitution and By-Law requirements, National Policies and Procedures. Futures Outcomes, Strategic Plan, Financial Framework Review and Business Plan and Budget.
- d) Ensure Branch activities meet the needs of our diverse membership including gender, age and culture.
- e) In conjunction with the Branch Membership Secretary and Branch committee have a range of actions in place to ensure retention of existing members, recruiting of new members and increased awareness of the Association in the community.

Governance

- a) Ensure all decisions and actions of the committee under c) under Purpose above are compliant.
- b) Encourage committee members to review the documentation under Purpose above and provide comments when necessary and Regional Groups when applicable within the due time.

Victoria Branch Annual General Meeting

- a) In conjunction with VIC Branch Secretary ensure all the necessary actions are taken to formally notify members of the upcoming Annual General Meeting and the calling of nominations for all Victoria Branch committee positions.
- b) Ensure the Annual General Meeting is held within the timelines required by the Order of Australia Constitution, By-laws and Policies.

Planning

Annual Program

- a) Oversee the development of Victoria Branch calendar of meetings and events in conjunction with the Secretary, Treasurer and Events co-ordinator for VIC Branch committee endorsement ideally by the November meeting.

Financial

- a) In conjunction with the VIC Branch Treasurer oversee the development of the Victoria Branch Draft Annual Budget that includes Regional Groups. National requires a copy of the Draft Branch Budget late September for inclusion in the Draft National Budget early November.

Victoria Branch Committee

- a) Encourage all Vic Branch Committee members to develop and progress continuity/succession plans for their positions.
- b) In conjunction with the Vic Branch Deputy Chair, Secretary and Treasurer develop an Induction program or manual as a point of reference for members of the Vic Branch committee.
- c) Ensure any outgoing member of the Vic Branch committee has prepared an appropriate document that can be used to assist their replacement in undertaking the position.

National Conference

- a) Take the lead role in the development of the Victoria Branch proposal for the holding of National Conferences *when* scheduled to be held in Victoria.

Meetings

Victoria Branch Committee Meetings

- a) Arrange timely meetings of the Victoria Branch Committee to consider and execute the business of the Branch.
- b) Chair Victoria Branch Committee meetings.
- c) With the Secretary prepare the Agenda and Minutes of all meetings.
- d) Provide written reports detailing the activities undertaken since the previous meeting for inclusion in Victoria Branch Committee agenda pack.
- e) Attend all meetings if possible. Minimum of 80% per year.

Regional Groups

- a) Attend the Regional Group Representatives meeting, currently held three times each year, to provide an update of National and Victoria Branch activities to the RG representatives.
- b) In conjunction with the Victoria Branch Treasurer and National Treasurer ensure each Regional Group is compliant during the year including GST requirements and prepared for end of financial year reporting.

Committees

Merchandise

- a) Ensure the Merchandise co-ordinator has a focus aimed at meeting the requirements contained in the OAA Merchandise Agreement between Victoria Branch and National.
- b) Oversee, together with the VIC Branch committee that the merchandise stock control, reordering and selling price of stock is in accordance with annual VIC Branch budget.
- c) Marketing of merchandise in conjunction with VIC Branch committee.

Communications

- a) Ensure at least quarterly editions of the Victoria Branch E-Newsletter are prepared for distribution to the Branch e-database.
- b) Ensure the VIC Branch Editor provides quality articles/photos for the quarterly edition of *The Order* national magazine to the National Editor (June Kane AM) in line with guidelines for articles and photos and time schedule.

Events

- a) Ensure the Event co-ordinator undertakes the planning and organising of VIC Branch events listed in the annual meeting and events schedule.

Membership

- a) Ensure the VIC Branch Membership Secretary maintains the Victoria Branch database, provides quarterly Membership reports to Victoria Branch and Regional Groups and other reports or mail outs to Victoria Branch members as appropriate to ensure regular communication with Branch members.

Regional Groups

- a) Ensure the Regional Group co-ordinator assists Regional Groups comply with necessary By-Law reporting, applicable Policies and necessary national reports

Media

- a) Serve as spokesperson for the Victoria Branch as appropriate after consultation with National Chairman if necessary.

Finance

- a) With the Treasurer ensure financial control procedures are adequate and that financial risk management strategies are in place.
- b) Ensure that the Treasurer provides year to date financial report with previous year for comparison to each meeting of the Victoria Branch Committee for discussion.
- c) Act as a signatory to the Victoria Branch Accounts and where required authorise accounts for payment.
- d) Negotiate with the bank to ensure Term Deposit rate is the appropriate percentage noting the VIC Branch collective accounts/funds.

Branch Reports to National Secretary

Prepare VIC Branch reports noting national issues for Board agenda packs during the year plus Directors and Chairs annual meeting and Branch Chair annual meeting with Executive committee.

Current 24 January 2025