



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

- a) Deputise for the Victoria Branch Chairman in his/her absence including at meetings and events.
- b) Assist the Chairman in providing leadership to the Victoria Branch and the Regional Groups.

Governance

- a) As a member of the Victoria Branch Committee ensure all decisions and actions of the committee are compliant with Order of Australia Association, Constitution, By Laws, Policies, Procedures and Risk Register as required.

Planning

Annual Program

- a) Contribute to the development of Victoria Branch calendar of meetings and events.

Victoria Branch Committee

- a) In conjunction with the Victoria Branch Chair, Secretary and Treasurer review the Induction Program members of the Victoria Branch Committee.
- b) Undertake as required the Induction Program, in conjunction with the Vic Branch Chair, Secretary and Treasurer, for members of the Victoria Branch Committee.
- a) Attend Victoria Branch signature events including Inspiring Australians Oration, New Awardees Reception and Annual Luncheon.

Regional Groups

- a) Attend the three Regional Group Representatives meeting, held each year, as a representative of the Victoria Branch.

Other

- a) Carry out other duties as directed by the Chairman or agreed by the Victoria Branch Committee