



# 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

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## **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 VIC 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, Financial Framework, Business Plan and Budget as required.

## **VIC 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:

- In conjunction with the VIC Branch Chair facilitate Notice of Annual General Meeting and call for nominations being distributed to all financial members, in accordance with National Constitution and By-laws including sending hard copies to members without email addresses.
- Provide timely advice to the Vic Branch Membership Secretary of documentation to be sent to the VIC Branch Members via email or mail.
- 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 Annual General Meeting page.
- Receive nominations for VIC Branch Office Bearers and Committee positions.
- Ensure all members in attendance at the AGM sign the Attendance Record.

## **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 in line with the draft budget 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, email Agenda pack for meetings to all committee members seven days before scheduled meeting date.
- e) Set up the TEAMS Invitation to be sent to all Vic Branch committee for virtual meetings
- f) Prepare ACTION List for the approval of the Vic Branch Chair following each meeting with an update to be presented to next meeting.
- g) 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.
- h) Following receipt of approved Draft Minutes from Vic Branch Chair and ACTION List distribute to VIC Branch committee within seven days of the meeting.

Current 24 January 2025