

## **POSITION DESCRIPTIONS – APPROVED JANUARY 2018:**

### **Branch Nominated Director**

#### **Purpose of the Position**

A Branch Nominated Director is a National Board Member.

#### **Responsibilities**

1. Membership of the National Board
2. Reports to the Board Chairman
3. Regularly attends board meetings and important related meeting
4. Makes serious commitment to participate actively in Board/Committee work
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
6. Stays informed about committee matters, prepares themselves well for meetings and reviews and comments on minutes and reports
7. Gets to know other Board members and builds a collegial working relationship that contributes to consensus
8. Is a partner with the Board in achieving the organization's mission
9. Plays a leading role in effective representation of the Association and in fundraising activities.
10. Performs other responsibilities assigned by the Board.

#### **Accountabilities**

- a. Responsible representation of issues of importance to nominating Branch
- b. Supports decisions that are in the best interests of the National organisation
- c. To represent the National Organisation position in all Board deliberations
- d. Ensure the financial viability of the organisation long term
- e. Ensure growth in the membership is a priority
- f. Increasing awareness of the Association and of the Order in the community
- g. Awareness of the needs of, and involvement with the members of the Association in all locations.

## National Chairman

### **Purpose of the Position**

The National Chairman is a Non-Branch nominated director with role of chairing the National Board.

### **Responsibilities**

1. Membership of the National Board
2. Serves as the Chief Volunteer of the organisation (non-profit only)
3. Is a partner with the Board in achieving the organisation's mission
4. Provides leadership to the Board of Directors in the setting of policy
5. Ensures that the functional Executive are engaged with their counterparts in the Branches
6. Chairs meetings of the Board after developing the agenda in consultation with all directors
7. Encourages Board's role in strategic planning
8. Appoints the chairpersons of the committees, in consultation with other Board members
9. Serves ex officio as a member of committees of the Board and attends their meetings when appropriate
10. Guides the response to issues confronting the organization with the Executive and the members of the Board as appropriate
11. Guide and mediate Board actions with respect to organizational priorities and governance concerns
12. Reviews with the National Deputy Chairman any issues of concern to the Board
13. Monitors financial planning and financial reports
14. Plays a leading role in effective representation of the Association and in fundraising activities
15. Conducts regular evaluation of the performance of the Board as a team and provides guidance and critique to directors on an individual basis
16. Evaluates annually the performance of the organisation in achieving its mission and goals
17. Performs other responsibilities assigned by the Board

### **Accountabilities**

- a. A cohesive and mutually supportive Board
- b. Effective Board performance in the execution of Association strategies
- c. Succession planning to ensure continuity
- d. Exemplary governance, supported by an appropriate policy framework
- e. Increasing awareness of the Association and of the Order in the community
- f. Awareness of the needs of, and involvement with the member of the Association in all locations
- g. Anticipation of, and planning to meet challenges

# Deputy National Chair

## **Purpose of the Position**

The Deputy National Chairman is a Non-Branch Nominated director with the role of assisting The National Chairman and as necessary deputising for the National Chairman and interacting with Directors and the membership as a whole for the betterment of the Association.

## **Responsibilities**

1. Membership of the National Board
2. Reports to the Board Chairman
3. Works closely with the Chairman other Executive members and directors
4. Performs Chairman responsibilities when the Chairman cannot be available (See National Chairman position)
5. Is a partner with the Board in achieving the organization's mission
6. Participates closely with the Chairman to develop and implement plans for effective management of the organisation
7. Plays a leading role in representation of the Association promotion of the Order and in fundraising activities
8. Performs other responsibilities assigned by the Board.

## **Accountabilities**

- a. To represent the National Organisation position in all Board deliberations
- b. Ongoing effective organisation development
- c. Ensure the financial viability of the organisation long term
- d. Ensure growth in the membership is a priority
- e. Increasing awareness of the Association and of the order in the community
- f. Awareness of the needs of, and involvement with the members of the Association in all locations

# National Secretary

## **Purpose of the Position**

The National Secretary is a Non-Branch Nominated director with the role of coordinating, administering and reporting Association administrative activities and interacting with directors and the membership as a whole for the betterment of the Association.

## **Responsibilities**

1. Act as the Company Secretary for ACNC administrative purposes
2. Ensure compliance with legal and regulatory requirement
3. Participate as a member of the Executive Committee in accordance with its approved Charter
4. In consultation with the National Chairman coordinated the administration of Board meeting activities
5. In consultation with the National President, National Chairman and other designated Association Directors coordinate and administer arrangements necessary for the conduct of the Association's Annual General Meeting
6. As directed by the Board undertake such other administrative tasks as are necessary for the effective and efficient conduct of Association activities
7. Maintain a comprehensive system of accessible documentation on the affairs of the organization
8. Provision of guidance on secretarial matters to Branch Secretaries

## **Accountabilities**

- a. Regulatory requirement are met
- b. The AGM is conducted effectively
- c. Board meetings are arranged at appropriate times and locations
- d. Board agendas are set with appropriate input from directors
- e. Briefing material for and minutes of meetings is provided in a timely manner
- f. Effective participation in Board deliberations
- g. Documentation is readily accessible
- h. Good relationship with Branch Committees

# National Membership Director

## **Purpose of the Position**

The National Membership Director is a Non-Branch Nominated director with the role of coordinating, administrating and reporting the Associations Membership recording and interacting with State Membership officers and the membership as a whole for the betterment of the Association

## **Responsibilities**

1. Membership of National Board
2. Reports to the Board Chairman
3. Acts as Membership secretary in relation to all aspects of recording the membership
4. Development and maintenance of a database platform to record all membership details
5. Enables via the database all branches to have up to date Membership lists for communication
6. Provide direction and advise to Branches on all Membership issues
7. Active marketing of the features and benefits of membership, both as a retention measure and to attract new awardees to join
8. To enable growth in membership numbers by having communication regarding Membership value
9. Provide Membership Reports to the Board as required (Quarterly)

## **Accountabilities**

- a. To represent the National Organisation position in all Board Deliberations
- b. A growing membership, with reducing loss rate
- c. Cost-effective employment of National Office staff member
- d. Branches have access to timely and appropriate membership information

# National Treasurer

## **Purpose of the Position**

The National Treasurer is a Non-Branch nominated director with the role of recording and reporting on the Associations finance and interacting with Directors and State Treasurers to enable accurate and compliant financial reporting.

## **Responsibilities**

1. Membership of National Board
2. Manages finances of the Organisation
3. Provides annual budget to board for members approval
4. Provides Financial Reports to the Board as required (Quarterly)
5. Ensures development and Board review of financial policies and procedures
6. Holds appropriate accounting qualification
7. Provide direction and advise to Branches on financial matters
8. Provide Financial recommendations to the Board as requested
9. Assist with advice and management of Audit and Risk Management issues

## **Accountabilities**

- a. To represent the National Organisation position in all Board deliberations
- b. Ensure financial viability of the organisation by providing input in financial Investment policies
- c. Timely advice of financial performance, required corrective actions and opportunities.
- d. Branch financial management complies with national requirements