



The Country Women's Association of Victoria Inc.

Role Description: State President

Policy Number: Version: 01.1

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Approved by the Board on 20.11.2018

Responsible Person: State President

Scheduled Review Date: October 2019

Note that throughout this document extracts from the Constitution of The Country Women's Association of Victoria Inc. are placed in boxes. Please refer to the full copy of the Constitution available from cwaofvic.org.au/about/constitution or upon request from Head Office.

Eligibility

Note that the Constitution states in Clause 10.1(b):

A member is only eligible to be elected as State President if they have held office for at least 6 years (consecutive or otherwise) as either a Group President or as a member of State Council.

Further requirements are listed in the **Election of Board Members and State Council Members: Policy and Procedures** and in the Role Description.

**Specific Role Description in addition to the role and duties stated in Clauses 5 and 6 of
Election of Board Members and State Council Members: Policy and Procedures**

Clause 6.4 on page 15 of the Constitution contains the following:

Specific duties of the State President

- (a) The State President must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (b) The Board may delegate these duties and functions to a paid staff member reporting to the State President in accordance with Rule 5.2.
- (c) Without limiting subrule (a), the State President must:
 - (i) maintain the register of members;
 - (ii) keep custody of the common seal (if any) of the Association;
 - (iii) keep custody of books, documents and securities of the Association, except for the financial records referred to in Rule 11.5;

Further details of the duties of the State President:

1. Constitution, Policies and Procedures
 - Oversee the implementation of the Constitution of The Country Women’s Association of Victoria Inc.
 - Oversee the development, implementation and review of the policies and procedures of The Country Women’s Association of Victoria Inc.
 - Ensure that members have access to the Constitution, Policies and Procedures, and opportunities to develop their understanding of them.
 - Organise the provision of training in governance to Board Members, State Council Members, Group Officers and Branch Officers.
2. Duties in relation to the Executive Director
 - Lead the Board of The Country Women’s Association of Victoria Inc. to appoint, monitor the performance of, and remove the Executive Director (Constitution 5.1 (c)).
 - Collaborate with the Executive Director and other staff as required to carry out the purposes of the Association and implement the decisions of the Board.
 - Provide mentoring, feedback, and opportunities for the Executive Director to become familiar with the operation of The Country Women’s Association of Victoria Inc. at all levels of the organisation, and to undertake appropriate professional development.

3. Board of The Country Women's Association of Victoria Inc.
 - Chair the meetings of the Board of The Country Women's Association of Victoria Inc.
 - Plan the schedule of meetings of the Board, in consultation with Board members and the Executive Director, and ensure that Board Members are given sufficient notice of each meeting (Constitution Clause 6.7); book the venue for the meetings.
 - Prepare the agenda for Board meetings and ensure that Board Members are provided with details of agenda items in advance of meetings whenever practicable.
 - Ensure that minutes of each Board Meeting are taken and kept, in accordance with Constitution Clause 6.16, and that Board Members are provided with copies of the minutes in a timely manner.

4. State Council
 - Chair the meetings of the State Council of The Country Women's Association of Victoria Inc.
 - Plan the schedule of meetings of the State Council, in consultation with the Board, and ensure that State Council Members are given sufficient notice of each meeting; book the venue for the meetings.
 - Prepare the agenda for State Council meetings and ensure that State Council Members are provided with details of agenda items in advance of meetings whenever practicable.
 - Ensure that minutes of each State Council Meeting are taken and kept, and that State Council Members are provided with copies of the minutes in a timely manner.

5. Annual General Meeting of the Association
 - Chair the Annual General Meeting of The Country Women's Association of Victoria Inc.
 - Oversee the preparation and publication of the Official Annual Report of The Country Women's Association of Victoria Inc. in time for the Annual General Meeting.
 - Plan and prepare the agenda for the Annual General Meeting of The Country Women's Association of Victoria Inc. in accordance with Constitution Clause 9.1, including organising a guest speaker; book the venue for the meeting.
 - Conduct elections for Senior Office Bearers in accordance with the Constitution Clause 10 and the Election of Board Members and State Council Members: Policy and Procedures document.
 - As soon as possible after the Annual General Meeting, prepare a list of names and contact details of all Board and State Council Members and provide each member of the Board and State Council with this list.

6. State Conference
 - Chair the annual State Conference of The Country Women's Association of Victoria Inc. Note that although the State President holds office until the conclusion of the annual general meeting at which they retire (see Clause 1.2 on page 3 of Election of Board Members and State Council Members: Policy and Procedures), the retiring State President chairs the annual State Conference immediately following the Annual General Meeting at which a new State President is elected. The retiring State President is addressed during that State Conference as Madam Chairperson.
 - Plan and prepare the agenda for the annual State Conference of The Country Women's Association of Victoria Inc., including organising guest speakers, in consultation with the Board and other Senior Office Bearers; book the venue for the conference.
7. State Committees
 - Advertise for members to express interest in being appointed to a State Committee in the January/February issue of The Victorian Country Woman magazine, Association website and Facebook page, and at State Council.
 - Appoint members to State Committees.
8. Country Women's Association of Australia (CWAA)
 - Represent The Country Women's Association of Victoria Inc. at meetings and conferences of the Country Women's Association of Australia, and lead the Victorian delegation.
 - Report to and seek advice from the Board and State Council in relation to the Country Women's Association of Australia.
9. Associated Country Women of the World (ACWW)
 - Represent The Country Women's Association of Victoria Inc. at meetings and conferences of ACWW, including South Pacific Area and World Conferences, and lead the Victorian delegation.
 - Report to and seek advice from the Board and State Council in relation to ACWW.
10. Support for and Communication with Members and Office Bearers
 - Discuss all business of the Association with the Deputy State President so that she is able to take over from the State President if necessary, and with as little difficulty as possible.
 - Visit the Groups of The Country Women's Association of Victoria Inc. and address them at their Half-Yearly Conferences, on a rotation which will enable them to be visited by the State President once every two years.
 - Whenever possible, attend Group and Branch special events when invited, or arrange for another Senior Office Bearer to represent the State President.
 - As time permits, attend and participate in State events as indicated in Clause 3.1 of this document.

- Write a monthly article for the *Victorian Country Woman* magazine, and posts for Association website and Facebook page.
 - Respond to members' concerns and encourage a positive outlook.
 - Provide support to Branch, Group and Senior Office Bearers and arrange for leadership training opportunities.
11. Advocacy
- Communicate with government, partners, organisations and media to advocate for the resolutions carried at State Conference and the policies of the Association and to build relationships, create opportunities and promote the work of the Association whilst supporting community needs.
 - Represent the Association at non-CWA events, or arrange for another Senior Office Bearer to represent the Association.
 - Enable members, Branches, Groups and Committees to advocate for the Association within their own geographic or interest areas.
12. Strategic Planning
- Oversee the development, implementation and review of the Association's Strategic Plan.
13. Calendar of Events
- In consultation with Senior Office Bearers, plan the date, place and time of Board and State Council meetings and State events, prepare the Calendar of Events, and provide this information to the Executive Director, Member Services Team Leader, Magazine Editor and all Board and State Council Members.
14. Disciplinary action
- If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, carry out the procedures as required in the Constitution Clause 4.
15. Financial and governance duties and requirements
- Sign contracts and documents in accordance with Constitution Clause 5.1 (h)
 - Sign cheques in accordance with Constitution Clause 6.5 (d)
 - Sign grant submissions and submissions to government enquiries, Royal Commissions and similar documents
 - Authorise expenditure of the funds of the Association in accordance with Constitution Clause 11.3 (c) and (d)) and Expenditure by the Board: Policy and Procedures Version 01.1 dated 20.11.2018. In consultation with the State Treasurer, the Deputy State President, and the Executive Director, maintain an overview of the financial situation of the Association, and work towards its improvement.

16. Risk Management
 - In consultation with the Executive Director, maintain an overview of Risk Management issues and practices within the Association, and lead the development, implementation and review of Risk Management policies and procedures.
17. Members of Honour and Life Members
 - Receive nominations for Members of Honour and Life Members, and carry out the procedures for the election of Members of Honour and Life Members in accordance with Constitution Clauses 3.3, 3.4 and 3.5 and the Policy and Procedures Documents Election of Members of Honour and Election of Life Members.
18. Absence from Duty / Leave of Absence
 - When unable or unavailable to perform the duties of the State President, for example due to illness or holiday, notify the Executive Director, the Deputy State President and the Board in writing, if possible in advance. Duties not specifically allocated to other Senior Office Bearers in the Constitution may be delegated to any other member, provided that the Executive Director and the Deputy State President are informed in writing of the delegation. Duties not delegated in writing are to be performed by the Deputy State President.
 - When Senior Office Bearers or Group Presidents are unable or unavailable to perform their duties, for example due to illness or holiday, authorise leave of absence if appropriate (see Constitution Clause 10.7) and appoint another member to perform the duties during the absence.
19. Other duties
 - Ensure that the common seal of the Association is kept and used in accordance with Constitution Clause 12.1.
 - Perform other duties as required in the Constitution.