



The Country Women's Association of Victoria Inc.

Role Description: ACWW International and Community Support Committee Chairperson

Version: 01.2

Drafted by: MH Helen Wall OAM and Heather Scott

Approved by the Board on 18.12.2018

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 **Election of Board Members and State Council Members: Policy and Procedures** states in Clause 2.2(a):

In addition to the requirements in Clause 10.1 of the Constitution, a member is only eligible to be elected or appointed as a Board Member or a State Council Member other than a Group President if the member has been a member of State Council for at least 2 years (consecutive or otherwise).

Further requirements are listed in the **Election of Board Members and State Council Members: Policy and Procedures** and in the Role Description. Please read **both** these documents carefully before submitting a nomination.

ACWW International and Community Support Committee Chairperson

Specific duties:

1. Committee Administration

- a. Chair the meetings of the ACWW International and Community Support Committee.
- b. Plan the date, place and time of committee meetings and events, having regard to Board meetings, State Council meetings and other State events already on the Calendar of Events, and provide this information to the State President to be added to the Calendar of Events; book the venue for the meetings. State Committees meet a minimum of four times per year, before each State Council meeting. Additional meetings may be required prior to events. Reimbursements/allowances are for a maximum of four meetings of one committee (see the Reimbursements Policy and Procedures).
- c. As soon as possible after receiving the list of appointed committee members from the State President, prepare a list of names and contact details of all committee members and provide each member of the committee with this list.
- d. Write a letter/email of welcome to each committee member as soon as possible after State Conference, enclosing a copy of the minutes of the last meeting.
- e. Attend to correspondence before and after meetings of the committee.
- f. Prepare the agenda for the meetings of the committee and circulate it in advance of the meeting whenever possible. Copies are to be provided to all committee members.
- g. Appoint a Minute Secretary for the taking of minutes at meetings of the committee, and to type and provide them to the Chairperson for distribution within one week after the meeting. Copies are to be provided to all committee members, and emailed to the State President and Deputy State President. All official correspondence to remain at Head Office at all times.
- h. Present a report on the work of the Committee to State Council as required, and bring the recommendations of the Committee to State Council for discussion and approval.
- i. Write a monthly report for the Victorian Country Woman magazine, providing information regarding the Country of Study, ACWW, the United Nations, Community Support and the work of the Committee. Prepare posts for the Association website and Facebook page on the Country of Study, ACWW, the United Nations, and CWA Community Support activities.
- j. Prepare a budget proposal for the committee and present it to the State Treasurer for inclusion in the Association budget. Manage the committee's expenditure, liaising with the State Treasurer and the Executive Director re authority to purchase orders.
- k. Undertake financial training.

- l. Write a concise report for the Official Annual Report of the work of the committee for the calendar year.
- m. Present a report to State Conference on the work of the Committee from January to May of the current year.

2. Support for the State President

- a. As requested by the State President attend the Annual General Meetings and Half Yearly Conferences of Groups of the Country Women's Association of Victoria, to preside over the election of office bearers and update members on decisions made by the Board and State Council.
- b. Represent the State President at Group and Branch special events as requested by the State President.
- c. Undertake other duties as requested, in support of the State President.

3. Country Women's Association of Australia (CWAA)

- a. When requested by the State President, represent The Country Women's Association of Victoria Inc. at meetings and conferences of the Country Women's Association of Australia, and be a member of the Victorian delegation.
- b. Provide reports in relation to the Country Women's Association of Australia as requested by the State President

4. Associated Country Women of the World (ACWW)

- a. When requested by the State President, represent The Country Women's Association of Victoria Inc. at meetings and conferences of ACWW, and be a member of the Victorian delegation.
- b. Provide reports in relation to ACWW as requested by the State President.
- c. Encourage and promote membership of ACWW.
- d. Publicise and promote the work of ACWW; this may include working to raise funds for an ACWW project.
- e. Encourage members to develop relationships with ACWW member societies and members.
- f. Obtain pen friends or letter links for overseas correspondents through ACWW when requested.

5. Country of Study

- a. With the committee, research possible countries of study, and present a recommendation to the September meeting of State Council.

- b. Plan and organise an event to promote knowledge of the Country of Study; provide assistance when requested to Groups and Branches organising events celebrating the Country of Study.

6. Community Support

- a. With the committee, receive and pack donations from members, branches and groups of goods for community support, and arrange for their delivery; acknowledge donations through the Victorian Country Woman magazine; respond to requests for donations of goods where appropriate; research community needs and ensure that goods donated are of use to the recipients; inform members of goods needed.
- b. In consultation with the State President, purchase goods needed for emergency community support and/or assemble them from donated goods, and provide them to communities in need.
- c. Encourage branches to record the support, monetary, in kind and through volunteering their time, which they provide to their local communities, and to include a summary of these records with their annual report.
- d. Alert members to opportunities for assisting their communities, both through the Victorian Country Woman magazine and by personal contact.

7. Absence from Duty

When unable or unavailable to perform the duties of ACWW International and Community Support Committee Chairperson, for example due to illness or holiday, notify the State President in writing, if possible in advance, and request leave of absence. The State President will appoint another member to perform the duties during the absence.