



The Country Women's Association of Victoria Inc.

Role Description: Catering Committee Chairperson

Version: 01.2

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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.

Catering Committee Chairperson

Specific duties:

1. Committee Administration

- a. Chair the meetings of the Catering 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 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 reports for The Victorian Country Woman magazine on the work of the Committee.
- 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. Royal Melbourne Show (RM Show)

- a. Prepare the Volunteers' Form for the RM Show, with contact details including email and mobile, Working with Children Card number and expiry date, and any other eligibility requirements.
- b. Advertise in The Victorian Country Woman magazine and on the Association website for volunteers for before, during and after the RM Show, including details of eligibility requirements.
- c. Review forms received from prospective volunteers, checking eligibility, and preparing duty rosters and accommodation bookings.
- d. In planning the duty rosters, take account of Workplace Health and Safety Issues, and schedule time off for all volunteers, including the Catering Committee Chairperson; appoint another experienced member to take on the role of the Catering Committee Chairperson when she has her time off.
- e. Plan and manage First Aid provision for the RM Show, including roster of members with current First Aid qualifications, First Aid kit supplies and location, signage including emergency phone numbers.
- f. Inform volunteers of their days/times of rostered duty and accommodation booked, and arrange for RM Show Catering Vendor Induction and entry tickets as required.
- g. Arrange for appropriate volunteers to be present during bump in for safety drills, register training and any other induction requirements.
- h. During the RM Show, check for messages from volunteers, and adjust duty rosters and accommodation bookings where necessary.
- i. Welcome volunteers on their arrival at the RM Show, allocate duties, provide them with training and guidance, ensure they receive meal breaks, and thank them on departure.
- j. Arrange transport to and from the RM Show for volunteers staying overnight at *Umina*.

- k. With committee and chefs, plan proposed menu and prices for negotiation with RM Show officials
- l. With committee, plan showbag contents and price for negotiation with RM Show officials
- m. Arrange supply/purchase of all contents for showbags, and the bags, and organise for packing and transport of showbags to Show.
- n. Liaise with Executive Director to arrange for use/hire/purchase and/or delivery of all necessary equipment, including mobile phone, refrigerators, equipment stored in container at the Showgrounds, equipment kept at *Umina*; and for purchase arrangements for food and other supplies.
- o. Liaise with Executive Director and RM Show officials prior to, during and after the RM Show, to arrange contract, menu, prices, opening times, advertising, vehicle passes, entry tickets, cleaning, bump in and bump out arrangements
- p. Organise for laminated signage to be prepared for displays, menu, prices, safety notices, etc.
- q. Liaise with State Treasurer re provision of float, change, EFTPOS machines, cash registers, register operators' roster and training, and any other financial arrangements; the State Treasurer is to appoint an Acting Treasurer for any day or part day when she will not be on duty at the RM Show, and inform the Catering Committee Chairman. The State Treasurer is to provide the Catering Committee Chairman with a list of volunteers who will be cash register operators and their duty roster, so that the Catering Committee Chairman can ensure that volunteer requirements and bookings are completed.
- r. Plan stock needed with Buyer and committee, and make arrangements for purchases and deliveries; check stock levels daily during RM Show with section leaders and inform Buyer of stock needed; monitor deliveries, quantities and prices to minimise waste and maximise profit while maintaining quality; make adjustments as necessary at end of RM Show; organise appropriate allocation of leftover stock (e.g. return to supplier, supply to *Umina* B&B, supply to Club Committee, donation to charity).
- s. In consultation with the committee, appoint section leaders for each shift. Ensure that all volunteers have some rostered time off duty. Arrange for an experienced member to train members working in an area where they have not worked before.
- t. In consultation with the State Vice President in charge of Merchandise at the RM Show and the Membership Committee Chairperson, organise the roster for the Merchandise stall and ensure that volunteer requirements and bookings are completed.

4. Outside Catering

In consultation with the committee, plan and carry out other outside catering, with the authorisation of the State President.

5. Catering Equipment and Supplies

Establish and maintain an Asset Register of the Catering equipment and supplies in the container at the RM Showgrounds and at *Umina*; keep the equipment in good order and arrange for its repair, maintenance or replacement as necessary.

6. Absence from Duty

When unable or unavailable to perform the duties of Catering 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.