



The Country Women's Association of Victoria Inc.

Role Description: Deputy State President

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.

Deputy State President

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**

1. Support for the State President

- a. Support the State President and promote the Association.
- b. Acquaint themselves with and assist with any business pertaining to the Association so that they are able to take over from the State President if necessary, and with as little difficulty as possible.

2. Board of The Country Women's Association of Victoria Inc.

- a. In the absence of the State President, chair the meetings of the Board of The Country Women's Association of Victoria Inc., and carry out the duties of the State President in relation to the Board. (Constitution Clause 1.7).
- b. Contribute to the work of the Board, as indicated in Clauses 3.1 and 5.2 of **Election of Board Members and State Council Members: Policy and Procedures**.

3. State Council

- a. In the absence of the State President, chair the meetings of the State Council of The Country Women's Association of Victoria Inc., and carry out the duties of the State President in relation to the State Council. (Constitution Clause 1.7)
- b. Contribute to the work of the State Council, as indicated in Clause 6.1 of **Election of Board Members and State Council Members: Policy and Procedures**.

4. Annual General Meeting of the Association

Assist the State President in the planning and running of the Annual General Meeting of The Country Women's Association of Victoria Inc. in accordance with Constitution Clause 9.1, including duties such as organising hostesses for guests, escorting guests as they arrive on and leave the stage, presenting gifts, liaising with venue staff, checking the functioning of sound and computer equipment.

5. State Conference

Assist the State President in the planning and running of State Conference, including duties such as organising hostesses for guests, escorting guests as they arrive on and leave the stage, presenting gifts, liaising with venue staff, checking the functioning of sound and computer equipment.

6. State Committees

Contribute to the work of State Committees, as appointed to them by the State President. It is expected that each State Committee will have another Senior Office Bearer appointed to it, in addition to the Chairperson.

7. Country Women's Association of Australia

- 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. Lead the Victorian delegation in the absence of the State President.
- b. Provide reports in relation to the Country Women's Association of Australia as requested by the State President.

8. 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. Lead the Victorian delegation in the absence of the State President.
- b. Provide reports in relation to ACWW as requested by the State President.

9. Support for and Communication with Members and Office Bearers

- 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. As time permits, attend and participate in State events as indicated in Clause 3.1 of **Election of Board Members and State Council Members: Policy and Procedures**.
- d. Liaise with the Executive Director to provide documents, news items and photographs for posting on the Association's website and Facebook page; review documents, news items and photographs provided by other members for accuracy and suitability and authorise their posting.
- e. Respond to members' concerns and encourage a positive outlook.
- f. Provide support to Branch, Group and Senior Office Bearers and arrange for leadership training opportunities.

10. Australia Day

Organise and lead the Australia Day activities of the Association.

11. Advocacy

- a. Draft letters to government and other bodies to advocate for the resolutions carried at State Conference and the policies of the Association, after consultation with the committees and /or members who have contributed to their development. Provide the letters to the State President for her signature. Monitor replies and provide follow up information to committees and members. When requested by the State President, 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.
- b. When requested by the State President, represent the Association at non-CWA events.

12. Strategic Planning

Take a leading role in the development, implementation and review of the Association's Strategic Plan.

13. Financial and governance duties and requirements

- a. Sign cheques in accordance with Constitution Clause 6.5 (d)
- b. Authorise expenditure of the funds of the Association in accordance with Constitution Clause 11.3 (d) and **Expenditure by the Board: Policy and Procedures** Version 01.1 dated 20.11.2018
- c. In consultation with the State President, State Treasurer and the Executive Director, maintain an overview of the financial situation of the Association, and work towards its improvement.

14. Thanksgiving Fund

Prepare a half page summary of the relevant information to be sent out with the three nominations for the Thanksgiving Project each year.

15. Absence from Duty

When unable or unavailable to perform the duties of the Deputy State President, 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.

16. Other duties

- a. Witness the use of the common seal of the Association in accordance with Constitution Clause 12.1.

b. Undertake other duties as requested by the State President.