



The Country Women's Association of Victoria Inc.

Role Description: Magazine / Communications 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.

Magazine / Communications Committee Chairperson

Specific duties:

1. Committee Administration

- a. Chair the meetings of the Magazine / Communications 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 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. Magazine

- a. Oversee the production of the *Victorian Country Woman* magazine.
- b. Liaise with the Editor on the content of the magazine.
- c. Receive a copy of each magazine prior to proofreading to preview content.
- d. Receive a final copy of each magazine prior to it being sent for printing.

4. Promotion of the Association

- a. Co-ordinate the distribution of magazines for promotional use to Group Presidents and convenors of State events and special activities.
- b. Arrange for publicity articles to be written about the work of the Association suitable for publication in a variety of forums.

5. Sub-committees

Form sub-committees as deemed necessary by the Committee. Sub-committees may include magazine; junior newsletter; magazine on CD for vision impaired; or any other as deemed necessary. The Chairperson is an *ex officio* member of any sub-committees formed.

6. Literature Competition

Plan, organise and promote the State Literature Competition.

7. Advertising

- a. Send out monthly memos to advertisers regarding due dates.
- b. Manage advertising to be published.
- c. Notify Finance Department monthly of names and addresses of both internal and external advertisers to enable invoices to be prepared. Internal advertisers include 'Their Memory Lives On' entries plus State Committee, Group and Branch advertisements.

- d. Check whether advertisements are correct.
- e. Check number of times advertisements are to be published.
- f. Send Media Kits to prospective advertisers (following Association 'Guidelines for Advertisers' as to type of advertisers etc.).
- g. Seek possible advertisers.

8. Absence from Duty

When unable or unavailable to perform the duties of Magazine / Communications 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.