



## The Country Women's Association of Victoria Inc.

### Role Description: State Vice 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](http://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.

## **State Vice President**

Specific duties:

### **1. 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. Represent the State President at Group and Branch special events as requested by the State President.
- b. Represent the State President at Group and Branch special events as requested by the State President.
- c. Assist with preparing of postings to Members of Honour, Senior Office Bearers, Group Presidents and Branch Secretaries.
- d. Undertake other duties as requested, in support of the State President.

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

- a. Contribute to the work of the Board, as indicated in the document Election of Board Members and State Council Members: Policy and Procedures.
- b. Set up the room for Board meetings, with appropriate furniture, equipment, water as required, and put items away afterwards and see that rooms are locked when necessary.

### **3. State Council**

- a. Contribute to the work of the State Council, as indicated in the document Election of Board Members and State Council Members: Policy and Procedures.
- b. Set up the room for State Council meetings, with appropriate furniture, equipment, water as required, and put items away afterwards and see that rooms are locked when necessary.
- c. Assist new members of State Council and provide them with a mentor.

### **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., including duties such as meeting guests and escorting them on and off the stage, ushering, monitoring microphones.

### **5. State Conference**

Assist the State President in the planning and running of State Conference, including duties such as meeting guests and escorting them on and off the stage, ushering, monitoring microphones, packing and distributing conference bags, assisting with bump in and bump out of conference venue, organising and working on conference stalls.

## **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.

### **Merchandise**

For each State event at which CWA of Vic Inc merchandise is sold, one State Vice President is appointed by the State President to:

- a. In consultation with the Executive Director and/or delegated staff, prepare a stock list of merchandise to be taken to the event, collect this merchandise, checking it against the prepared stock list, and arrange for its delivery to the event.
- b. Liaise with the State Treasurer to arrange for a float for the event and receive training in operation of cash registers, EFTPOS machines and receipt writing.
- c. Plan and prepare for the event, in consultation with the event organiser, to enable optimum merchandise sales. This may include organising member volunteers to work on the merchandise stall at the event. For the RM Show, in consultation with the Catering Committee Chairperson and the Membership Committee Chairperson, organise the roster for the Merchandise/Membership stall and ensure that volunteer requirements and bookings are completed.
- d. Attend the event, co-ordinate the operation of the merchandise stall, including training member volunteers in operation of cash registers, EFTPOS machines and receipt writing and liaise with the State Treasurer to receive, count and bank the money from the merchandise stall.
- e. Pack merchandise for return to Head Office, while conducting a stocktake against the list prepared before the event; arrange for the delivery of the unsold merchandise to Head Office.
- f. Return the list of unsold merchandise to Head Office, check it against the delivered unsold merchandise in consultation with the Executive Director and/or delegated staff, and assist in the return of merchandise to the appropriate storage place.

## **7. Thanksgiving Fund**

One State Vice President is appointed by the State President to:

- a. Write articles for The Victorian Country Woman magazine, and posts for the Association website and Facebook page about the Thanksgiving Fund recipient for the year.
- b. Write and present brief reports to State Council about the Thanksgiving Fund recipient for the year.

- c. Liaise with the Thanksgiving Fund recipient for the year, and arrange for a guest speaker from the organisation for State Conference, in consultation with the State President.

## **8. State Project**

If the State Project does not fall within the area of responsibility of any of the Committee Chairpersons, then one State Vice President is appointed by the State President to:

- a. Co-ordinate the planning, implementation and review of the State Project, including establishing an ad hoc committee for this purpose.
- b. Write articles for The Victorian Country Woman magazine, and posts for the Association website and Facebook page about the State Project for the year.
- c. Write and present brief reports to State Council about the State Project for the year.

## **9. Absence from Duty**

When unable or unavailable to perform the duties of State Vice 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.