



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

**Role Description: Social Issues Committee Chairperson**

Policy Number: Version: 01.1

Drafted by: MH Helen Wall OAM and Heather Scott

Approved by the Board on

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.

## Social Issues Committee Chairperson

Specific duties:

### 1. Committee Meetings

- Chair the meetings of the Social Issues Committee.
- 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.
- 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.
- 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 and a copy of the Guidelines for the Social Issues Committee.
- Attend to correspondence before and after meetings of the committee.
- 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, and to the State President, Deputy State President, Executive Director and Member Services Team Leader.
- Appoint a Minute Secretary for the taking of minutes at meetings of the committee, and to type and distribute them within one week after the meeting. Copies are to be provided to all committee members, and to the State President, Deputy State President, Executive Director and Member Services Team Leader. A printed copy is to be placed in the appropriate minute book folder in minute book filing cabinet in the Member Services Team Leader's office (this copy to be signed at subsequent meeting and then replaced in file). All official correspondence to remain at Head Office at all times.
- Present a report on the work of the Committee to State Council as required, and request the ratification of the recommendations of the Committee.
- Write a monthly report for the *Victorian Country Woman* magazine on the work of the Committee

- Prepare a budget proposal for the committee and present it to the State Treasurer for inclusion in the Association budget.
- Write a concise report for the Official Annual Report of the work of the committee for the calendar year.
- Present a report to State Conference on the work of the Committee from January to May of the current year.

## 2. Issues

- With the committee, discuss, research and monitor social issues, with particular reference to how they affect the wellbeing of women, children and families.
- Provide information to members on issues discussed, through the *Victorian Country Woman* magazine, Association website and Facebook page.
- Respond to members' concerns relating to social issues, raised directly or through State Council. Encourage member involvement in the work of the Social Issues Committee and in social issues generally.
- Consult with the State President before any action is taken. The State President is the spokesperson for the Association on all issues, so her approval must be obtained for all correspondence.

## 3. Resolutions

- With the committee, prepare and present resolutions relating to social issues appropriate for State, National and ACWW Area and World Conferences.
- Monitor resolutions adopted at State, National and ACWW Area and World Conferences.
- When resolutions relating to social issues are adopted at State, National and ACWW Area and World Conferences, whether proposed by Victoria or other Member Societies, provide information about the issues involved to members, through the *Victorian Country Woman* magazine, Association website and Facebook page, and to the State President to assist her in advocating for the resolutions.

## 4. Social Issues Focus

- Discuss possible issues to be the Social Issues Focus for study in the following year, and present a recommendation to State Council.

- Research the chosen social issue and provide information to members through the *Victorian Country Woman* magazine, Association website and Facebook page.
- With the committee, plan and organise suitable events relevant to the Social Issues Focus and to the purpose of the Association, as stated in Constitution Clause 1.4 (b).
- Provide guidance and assistance to Groups and Branches across the State to enable them to plan and organise similar events relevant to the Social Issues Focus.

#### 5. Support for the State President

- Visit the Groups of The Country Women's Association of Victoria Inc. and address them at their Half-Yearly Conferences as requested by the State President.
- Represent the State President at Group and Branch special events as requested by the State President.

Undertake other duties as requested, in support of the State President.

#### 6. Absence from Duty

- When unable or unavailable to perform the duties of Social Issues 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.

