



Branch Job Descriptions

Ratified at the Branch Committee Meeting 12 November 2015

Job Descriptions for the following positions.

The Committee

President

Vice President/s

Treasurer

Minutes Secretary

Secretary

Membership Officer

Ordinary Committee Members

Ex-offio Positions

Archivist

Public Officer

Sub Committee Positions

Chair of Governance and Finance Sub Committee

Chair of Partnership Sub Committee

Chair of Marketing and Promotions Sub Committee

Webmaster

Branch Newsletter Coordinator

Chair of Events Sub Committee

Event Coordinator/s

Children's Seminar Coordinator

Title: The Committee
(volunteers – non paid Committee Member)

Position responsible to: Members

Job Purpose:
Oversee the viability of the ACT Branch

Key responsibilities and accountabilities

1. Ensure that their membership is current
2. Review job positions annually
3. The Committee attend all relevant meetings
4. Provide adequate representation for all CBCA meetings
5. Provide a representative on the National Centre for Australian Children's Literature (NCACL) Board
6. Committed to meeting the overall goals of the Branch.
7. Regularly review the Strategic Plan
8. Have a good working knowledge of the Constitution, rules and duties
9. Implement a succession plan for all Branch positions
10. Responsible for providing open and accountable financial transparency to all members

Title: President
(volunteer – non paid Executive)

Position responsible to: The Committee

Job Purpose:
Manage the running of the ACT Branch

Key responsibilities and accountabilities:

1. Chair Branch and all Executive meetings and oversee the agenda
2. Oversee work of Sub Committee Chair
3. Signatory on financial accounts and all legal purposes
4. Be a competent public speaker, who can represent CBCA ACT Branch at related functions involving children's literature and outside parties
5. Support all staff of the Branch and oversee their duties
6. Foster partnerships with like-minded organisations and funding agencies
7. Take responsibility for ensuring resolutions from meetings are actioned
8. Mediating or otherwise resolving internal conflicts of the Branch

Title: Vice President/s
(volunteer – non paid Executive)

Position responsible to: Members

Job Purpose:
Support President in duties.

Key responsibilities and accountabilities:

1. Perform the President's duties in their absence
2. Be aware of all the Branch activities and be able to provide oversight
3. Chair and serve on Branch Sub Committees
4. Submitting designated Sub Committee report prior to meetings

Title: Treasurer
(volunteer – non paid Executive)

Position responsible to: The Committee

Job Purpose:
Is responsible for financial transactions of the Branch

Key responsibilities and accountabilities:

1. Signatory on financial accounts
2. Ensuring that the annual audit process is undertaken in accordance to the Constitution and legislative requirements
3. Keeping accurate records of all accounts to be handed to archivist from the end of previous year
4. Notifying The Committee of any financial concerns
5. Reporting to President, The Committee and Branch members at meetings on the balance and movement of funds held by the Branch
6. Serve on Branch Finance and Governance Sub-Committee
7. Preparation of an annual budget in consultation with the Executive Committee
8. Be available to sign cheques, revise and sign cheque requisitions
9. Ensure that all accounts are paid on time
10. Ensure that all money is banked as soon as possible
11. Ensure that reimbursements are issued for claims by staff and The Committee
12. Ensure wages are paid to staff according to relevant statutory requirements and agreed job contract.
13. Liaise with the Membership Officer in issuing membership renewal notices
14. Ensure all insurance policies are current
15. Liaise with events Coordinator
16. Ensure the development and review of financial policies are best practice.

Title: Minutes Secretary
(volunteer – non paid Executive)

Position responsible to: The Committee

Job Purpose:

The taking of accurate minutes at all meetings.

Key responsibilities and accountabilities:

1. Keeping accurate records of all meetings, electronic and printed, to be handed to archivist at the end of each year.
2. Notifying committee of upcoming meetings and calling for reports for meeting **two weeks** prior to meetings
3. In consultation with the President prepare the agenda **two weeks in advance** of each meeting
4. Circulating all reports and agenda **one week** prior to meetings
5. Circulate minutes within **one week** after the meeting to enable participants to action resolutions
6. Attend all relevant meetings

Title: Secretary
(volunteer – non paid Executive)

Position responsible to: The Committee

Job Purpose:

Assisting the Executive with administration tasks
Supporting the Executive by keeping accurate records

Key responsibilities and accountabilities:

1. Keeping current records of all correspondence, electronic and printed, to be passed to archivist at the end of each year
2. Receive and disseminate correspondence to and from the Branch, electronic and printed, including mail collection from the PO Box
3. Be aware of all the Branch activities and be able to provide oversight
4. Organise the General meeting and notify members in advance
5. Receive nominations for The Committee, Awards, judges, National Board and other relevant positions
6. Receive proxies

Title: Membership Officer
(volunteer – non paid Executive)

Position responsible to: The Committee

Job Purpose:

Process membership and support the Executive by keeping accurate records

Key responsibilities and accountabilities:

1. Preparing and reporting on membership at all Branch meetings
2. Maintain an accurate register of all membership in the Branch both current and historical
3. Circulating a membership report prior to meetings
4. Keeping all membership correspondence for archiving at the end of each year
5. Checking on financial membership at request of The Committee.
6. Serve on Branch Sub-Committees as required
7. Ensure receipts are issued for money paid
8. Twice a year provide an accurate list of membership in July and January to National Centre for Australian Children's Literature (NCACL)
9. Organise NCACL cheque in line with financial membership

Title: Ordinary Committee Members
(volunteer – non paid Committee Member)

Position responsible to: Executive Committee

Key responsibilities and accountabilities:

1. Attend all Branch meetings or submit apology for absence
2. Assist with events when requested
3. Have a good working knowledge of the Committee Constitution, rules and duties
4. Be aware of all the Branch activities and be able to provide input when required
5. Serve as part of a Branch Sub-Committee
6. Canvas and report on views of members
7. Actively contribute to the work of The Committee

Title: Archivist

(volunteer – non paid Ex-offio)

Position responsible to: Governance Committee

Position responsible for:
The historic Branch document collection

Job Purpose:

Supporting the Executive by keeping accurate records of all activities both current and historical

Key responsibilities and accountabilities:

1. Collecting accurate current yearly records
2. Filing annually of yearly records
3. Depositing Branch records in archives when sufficient materials have been collected

Title: Public Officer

(volunteer – non paid Ex-offio)

Position responsible to: Executive Committee

Job Purpose:

Ensure the Branch complies with the Associations Incorporation Act

Key responsibilities and accountabilities:

1. To correspond with the Registrar General
2. Ensure the CBCA ACT Branch complies with the Associations Incorporation Act
3. Within six months after the AGM, lodge with the Registrar General, an annual return which must include an income and expenditure statement, any mortgages or securities affecting any property of the Branch and the AGM minutes
4. Is the person to whom all documents are served
5. Has the power to sign documents on behalf of the Branch
6. Must be a resident in the ACT
7. On resignation, the Branch must reappoint a Public Officer within 14 days
8. Attend all relevant meetings
9. The contact between the Branch and the Registrar General of the Associations Incorporation Body

Title: Chair of Governance and Finance Sub Committee
(volunteer – non paid Committee Member)

Position responsible to: The Executive

Job Purpose:

Oversee the organisation and execution of all Branch marketing and promotions

Key responsibilities and accountabilities:

1. Oversee with the President and Treasurer the currency of insurance policies
2. Oversee with the President and Treasurer the development of financial policies and operations
3. Review all contracts
4. Review the Branch constitution regularly and discuss with the Committee any required changes up to three months prior to an AGM
5. Regularly review the membership database and fees
6. Discuss any membership fee changes with the Committee up to three months prior to an AGM
7. Liaise with the Chairs of the Sub Committee to ensure that their job descriptions are updated every year
8. Ensure that procedure manuals are created and updated for each Sub Committee
9. Communicate with the Chair of Sub Committees regarding budgets for their portfolio
10. Be informed and updated about advances in types of communication and technology for the benefit of Branch use

Title: Chair of Partnership Sub Committee
(volunteer – non paid Committee Member)

Position responsible to: The Executive

Job Purpose:

Oversee the organisation and execution of all Branch marketing and promotions

Key responsibilities and accountabilities:

1. Liaise with the Event Organisers to organise partnerships and sponsorship for events
2. Liaise with the Chair of the Marketing and Promotions to promote partnerships and sponsorships
3. Ensure that supporters receive all benefits as outlined in communications and agreements, prior to, during and after events
4. Establish and maintain a list of potential sponsors and opportunities
5. Ensure that supporters are recognised and thanked after an event
6. Help ensure that the Branch has a representative on the National Centre for Australian Children's Literature Board and Management Sub Committee

7. Organise a representative from the Branch to attend Love2Read Canberra meetings
8. Be aware of other organisations and events occurring in the region

**Title: Chair of Marketing and Promotions Sub Committee
(volunteer – non paid Committee Member)**

Position responsible to: The Executive

Job Purpose:

Oversee the organisation and execution of all Branch marketing and promotions

Key responsibilities and accountabilities:

1. Liaise with the Event Organisers for all advertising and promotions of events
2. Liaise with the Chair of the Partnership Sub Committee
3. Oversee design and production of materials, from signage and brochures, to tickets, programs etc.
4. Research promotional opportunities and create a promotion schedule
5. Establish and maintain a media contact list and a media VIP invitation list
6. Prepare, create and distribute media packages, press releases and follow-up advertising
7. Coordinate post-event thank you advertising
8. Liaise with National Communications and Merchandise Sub Committees as required
9. Be informed and updated about advances in types of communication and technology for the benefit of Branch use
10. Be aware of other organisations events occurring in the region

**Title: Webmaster
(volunteer – non paid Marketing and Promotions Sub Committee)**

Position responsible to: The Chair of the Marketing and Promotions Sub Committee

Job Purpose:

Keeping accurate records of web traffic both current and historical
Keeping the public aware of Branch activities through up to date web pages.

Key responsibilities and accountabilities

1. Preparing reports and reporting to members at all Branch meetings via the Chair of the Marketing and Promotions Sub Committee
2. Circulating all reports one week prior to meetings
3. Keeping committee informed of latest advances in technology for the benefit of Branch use.
4. Recommend web site improvements
5. Be responsible for site maintenance and update website accurately and regularly

6. Fix errors or issues on the website in a timely manner
7. Keep all correspondence for archiving at the end of each year
8. Liaise with National Webmaster as required

Title: Branch Newsletter Coordinator
(volunteer – non paid Marketing and Promotions Sub Committee)

Position responsible to: The Chair of the Marketing and Promotions Sub Committee

Job Purpose:

Organise the publication of the quarterly Branch newsletter and distribution
Is required to work closely with other Chairs of the Sub Committees to identify themes for the newsletter, current key issues and article opportunities

Key responsibilities and accountabilities:

1. Coordinate the publishing, editing and distribution of the newsletters
2. Set the four deadlines for article submissions at the beginning of each year
3. Ensure the timely publishing of each newsletter, no later than four weeks following an article submission date
4. Be aware of all the Branch activities
5. Seek input from regular contributors, allowing them time to prepare their articles
6. May also be asked to write pieces for the newsletter
7. Ensure that the newsletter has been uploaded to the Website three months **after** publication
8. Keep informed and updated on software, hardware and computer skills that would enhance the production and performance of designated responsibilities
9. Keeping all records for archiving at the end of each year

Title: Chair of Events Sub Committee
(volunteer – non paid Committee Member)

Position responsible to: The Executive

Job Purpose:

Oversee the organisation and execution of all Branch events

Key responsibilities and accountabilities:

1. Prepare a calendar of events for the upcoming year
2. Liaise with the Event Organisers and establish a budget for the event
3. Recruitment of volunteers for events
4. Liaise with the Chair of the Partnership Sub Committee
5. Communicate information to the Marketing and Promotions Sub Committee
6. Ensure that surveys of events are distributed to event attendees
7. Review surveys and quality of events

8. Be informed and updated about potential venues for events
9. Be aware of other organisations' events occurring in the region

Title: Event Coordinator/s
(volunteer – non paid Events Sub Committee Member)

Position responsible to: Events Sub Committee Chair

Job Purpose:

Organise allotted event as directed by the Events Sub Committee Chair and The Committee

Key responsibilities and accountabilities:

1. Be accountable for your tasks and overall goals of the event
2. Keep accurate records using proformas
3. Regularly keep Events Chair informed of progress and inform them of matters that require their attention
4. Seek approval from The Committee before making any bookings eg. guest speakers, venue and catering
5. Prepare accurate costings
6. Ensure event is advertised as per proforma
7. Ensure there are adequate volunteers rostered for duty
8. Oversee activities during the event
9. Communicate with guest speakers
10. Liaise with the venue host
11. Ensure that six weeks prior to the event information about the event is circulated to the Chair of the Marketing and Promotions Sub Committee
12. Finalise the event by completing the proforma
13. Sending final relevant reports to the Event Chair, Newsletter Coordinator and the Treasurer
14. Keeping all records for archiving at the end of each year

Title: Children's Seminar Coordinator
(volunteer – non paid Events Sub Committee Member)

Position responsible to: Events Committee Chair

Job Purpose:

Organise the Children's seminar during Book Week

Key responsibilities and accountabilities:

1. All the responsibilities and accountabilities of an Event Coordinator
2. Organise the booking of a venue from the Branch's current institutional membership list
3. Finalise the format of the seminar with the Committee