

Appendix 1

Quick Guide to Branch Committee Position Descriptions

A Branch Committee consists of a Chair, a Secretary, a PD Coordinator, a Membership Liaison Officer, a representative of any sub-branch, as well as other members (which may include a Treasurer and/or Communication Officer). Any of the committee members can be the Branch Delegate (representing the branch on National Council), and one person can perform any two of the specific roles mentioned above.

Chair:

- Is responsible to the National President for providing leadership to the Branch Committee.
- Ensures that the branch is operating professionally and effectively, especially through efficient chairing of meetings and through forward planning of tasks.
- Provides guidance and support to committee members.
- Is the main liaison person between the branch and local industry bodies and/or local AUSIT affiliates.
- Presents a branch report to members at the branch AGM, and subsequently to the National AGM.

Deputy Chair (only filled when a committee has sufficient numbers):

- Deputises for the Chair, e.g., chairing meetings, in case of illness or absence.

Secretary:

- Draws up and distributes an annual schedule of monthly meetings and AGM.
- Reminds committee members before each meeting.
- Prepares agendas for monthly meetings (in consultation with the Chair) and for the branch AGM.
- Takes and distributes minutes of those meetings.
- In conjunction with the National Secretariat, notifies all branch members of the branch AGM, invites members to nominate for committee positions, and receives such nominations.
- Maintains an up-to-date list of branch committee members, including contact details.
- After the AGM, advises the National Secretariat of the current composition of the committee.
- Monitors emails to the branch committee inbox and ensures that they are answered by the appropriate committee member.
- Keeps the branch records up to date in electronic format.
- Monitors compliance with the AUSIT Constitution and By-laws.

For further details refer to the full Branch Secretary position description document (Appendix 2).

Professional Development Coordinator:

- Ideally, oversees the activities of a PD team, one of whose members can act as Branch Treasurer.
- Develops a calendar of events at branch level and in doing so liaises with the National PD Coordinator.
- Represents the branch on the National PD Committee and attends its regular meetings.
- Liaises with potential presenters, secures venue bookings, and mobilises the PD team to manage the PD event on the day.
- Drafts content for event eFlashes and liaises with the National Secretariat for event promotion.
- Liaises with the Treasurer on the PD team to track event budgeting and finances.
- Arranges post-event reports or evaluations.

For further details refer to the full PD Coordinator position description document (Appendix 3).

Membership Liaison Officer:

- Receives notifications of new members from National Secretariat.
- Welcomes new members to the branch (via email or phone call).
- Liaises with National Secretariat / National Treasurer / National Secretary (as applicable) about any member queries.
- Undertakes PR activities to promote AUSIT to current and prospective members.

Communication Officer:

- Promotes the branch to the industry and stakeholders.
- Undertakes campaigns to attract and retain branch membership.
- Represents the branch on the National Communication Committee and attends its regular meetings.

Committee members:

- Attend monthly meetings, participate in discussions and contribute to reaching decisions.
- As members of either permanent or ad-hoc teams, assist other specific committee positions – especially the PD Coordinator – to perform their duties.
- When applicable, learn the ropes from experienced members with a view to taking on a specific position in the future.
- Are available to attend PD or social events, either to assist with their running or to help attendees feel welcome.
- Promote AUSIT membership amongst fellow practitioners.
- Generally work with and support the committee.
- May be appointed to represent the branch on external (non-AUSIT) committees.
- May be appointed to represent the branch on National Council as Branch Delegate.