

## Appendix 1

### Quick Guide for 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).

#### **Chair:**

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- Provides leadership to the Branch Committee
- Is the main liaison person with industry bodies on matters relevant to AUSIT and the profession
- Ensures that the branch is operating professionally and effectively
- Finalise decisions regarding branch matters, based on recommendations from the committee
- Provides guidance and support to committee members
- Is generally the Branch Delegate, i.e. branch representative on National Council
- Presents a branch report to the AUSIT membership at the Branch AGM and to the National AGM.

#### **Deputy Chairperson: (only necessary when a branch is sufficiently large)**

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- Deputise for the Chair in case of illness or absence, e.g. chairs meetings.

#### **Secretary:**

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- Prepares agendas for monthly meeting and Branch Annual General Meeting
- Takes and distributes minutes of the above meetings
- Notifies committee members of monthly meetings
- Notifies members of AGM (in conjunction with the National Secretariat)
- After AGM advises National Secretariat names of branch positions.
- Ensures emails in the Branch email inbox are answered by the appropriate committee member
- Monitors compliance with the constitution
- Keeps the branch records up-to-date in electronic format
- Further details refer to the full Secretary position description document (Appendix 2).

#### **Professional Development Co-ordinator:**

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- Oversees of a PD team; one of the team members can act as Branch Treasurer
- Develops calendar of events at branch level and liaise with National PD Coordinator
- Represent the branch at National PD Committee and attend its regular meetings
- Liaises with potential speakers, secures venue bookings, and mobilises the PD team to manage the PD event on the day
- Drafts content for event eFlashes and liaises with National Secretariat for event promotion
- Liaises with Treasurer on the PD team regarding finances
- Arranges post-event reports or evaluations
- Further details refer to the full PD Co-ordinator position description document (Appendix 3).

## **Membership Liaison Officer:**

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- Receives new member list from National Secretariat
- Welcomes new members to the branch (via email or phone call)
- Liaises with National Secretariat with any member queries
- Undertakes PR activities to promote AUSIT to current and prospective members.

## **Communication Officer:**

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- Promote the branch to the industry and stakeholders
- Undertake campaigns to attract and retain branch membership
- Represent the branch at the National Communication Committee and attend its regular meetings.

## **Committee Members:**

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- Attend monthly meetings, participate in the discussion and vote on motions
- As members of either permanent or ad-hoc teams, assist other specific committee positions, especially the PD Coordinator, to perform their duties
- May be appointed to represent branch membership on external (non-AUSIT) committees
- May be appointed to represent branch membership on National Council as ~~Principal~~ Branch Delegate
- When applicable, learn the ropes from experienced members with a view to taking on a specific position in the future
- Promote membership
- Work with and support the committee.