

## **ASA Branch Role Descriptions**

These role descriptions are intended to guide incumbents in the conduct of their duties – not to limit or restrict activities.

It is not required to use all role descriptions. Branches should only use descriptions for the actual roles required by a Branch as indicated in the relevant Branch rules.

*Approved by ASA Council – 14 March 2019*

### ASA Branch Convenor Role Description

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| <b>Position:</b>                     | ASA Branch Convenor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Role Overview:</b>                | The role of the Branch Convenor is to provide oversight and leadership to the relevant state branch of the ASA. The Convenor holds a direct reporting relationship to the ASA Council. The Convenor is also responsible for advocacy and promotion of the Branch and its activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Responsibilities may include:</b> | <ul style="list-style-type: none"> <li>• Chairing the Branch Committee and Branch events including business meetings.</li> <li>• Initiating and organising Branch meetings</li> <li>• Liaising and communicating with the ASA Council. This may involve the President, Treasurer, Secretary or ASA support (TAS).</li> <li>• Coordinating the provision of reports about Branch activities as required by Council, including reports for submission to the ASA national AGM.</li> <li>• Providing a Convenor's annual report for the Branch AGM</li> <li>• Providing reports on Convenor business for Branch business meetings as applicable</li> <li>• Initiating and organising Branch committee meetings</li> <li>• Managing the work of the Branch Committee, including delegating tasks and responsibilities within the Branch</li> <li>• Representing the ASA at events as required</li> <li>• Acting as a signatory on the Branch social account as required</li> <li>• Providing input and communications for inclusion in the Branch newsletter/communications for dissemination to the Branch membership.</li> <li>• Inviting and encouraging participation in all ASA events and other local professional learning activities</li> </ul> |
| <b>Reporting line:</b>               | The Branch Convenor reports to the ASA Council and to Branch members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Term:</b>                         | The Convenor's term is for one year starting at the conclusion of the Branch AGM at which they are elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Election to position:</b>         | To stand for election at the Branch AGM, a potential Convenor must be nominated by a Branch member and have this nomination seconded by another Branch member. Should more than one candidate stand for the position of Convenor, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Position requirements:</b>        | The Branch Convenor must be a current financial individual member of the ASA. (By-Law 1.6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### ASA Branch Secretary Role Description

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| <b>Position:</b>                      | Branch Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Role Overview:</b>                 | The role of Branch Secretary is to provide administrative support to the Branch Committee and the Branch membership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsibilities may include:</b>  | <ul style="list-style-type: none"> <li>• Preparing the papers for Branch business meetings, including acting as RSVP point if required, collating apologies and proxies, compiling lists of attendees and apologies for each meeting</li> <li>• Recording the minutes of all Branch business meetings and disseminating them for edit/comment</li> <li>• Keeping minutes or a record of decisions at Branch committee meetings</li> <li>• Promulgating the minutes and papers to the ASA website and membership</li> <li>• Providing a Secretary's Annual Report for the Branch AGM and Secretary reports for other Branch business meetings as applicable</li> <li>• Liaising with the ASA Branch and ASA Council/Officers, as required</li> <li>• Assisting Branch members with enquiries, as required</li> <li>• Providing input and communications for inclusion in the Branch newsletter/communications for dissemination to the Branch membership.</li> <li>• Providing to the Branch Meeting/Branch Officers correspondence for appropriate action and, where delegated, providing a response as required.</li> <li>• Acting as a signatory on the Branch social account as required</li> </ul> |
| <b>Reporting line:</b>                | The Branch Secretary reports to the Branch Convenor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Term and election to position:</b> | The Secretary's term is for one year starting at the conclusion of the AGM at which they are elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Election to position:</b>          | To stand for election at the Branch AGM, a potential Secretary must be nominated by a Branch member and have this nomination seconded by another Branch member. Should more than one candidate stand for Secretary, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Position requirements:</b>         | The Branch Secretary must be a current financial member (individual or corporate delegate) of the ASA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### ASA Branch Treasurer Role Description

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| <b>Position:</b>                      | Branch Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Role Overview:</b>                 | The role of the Treasurer ensures that the Branch manages its financial resources with probity within the ASA Rules, By-Laws, guidelines and requirements to meet its present and future commitments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Responsibilities may include:</b>  | <ul style="list-style-type: none"> <li>• Opening and maintaining a Branch social bank account in accordance with the ASA financial guidelines</li> <li>• Acting as a signatory on the Branch social account</li> <li>• Ensuring that other signatories on the Branch social account are current Branch office holders</li> <li>• Providing accounting support to the Branch and ensuring that financial transactions are recorded accurately and with evidence of their connection to Branch activity</li> <li>• Providing an accurate report of Branch finances and financial position at Branch business meetings and otherwise, as required</li> <li>• Presenting final yearly accounts and Treasurer's report at the Branch AGM</li> <li>• Arranging for the Branch social account to be audited (where necessary) and sending the completed annual financial return to ASA Council within agreed timeframes</li> </ul> |
| <b>Reporting line:</b>                | The Branch Treasurer reports to the Branch Convenor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Term and election to position:</b> | The Treasurer's term is for one year starting at the conclusion of the AGM at which they are elected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Election to position:</b>          | To stand for election at the Branch AGM, a potential Treasurer must be nominated by a Branch member and have this nomination seconded by another Branch member. Should more than one candidate stand for the position of Treasurer, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Position requirements:</b>         | The Branch Treasurer must be a current financial member (individual or corporate delegate) of the ASA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### ASA Branch Committee Member Role Description

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| <b>Position:</b>                      | Branch Committee Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Role Overview:</b>                 | To provide support for the work of the Branch Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Responsibilities may include:</b>  | <ul style="list-style-type: none"> <li>• Supporting the work of the Branch Committee in devising and creating events and other resources for the Branch membership.</li> <li>• Assisting in preparation and delivery of Branch events.</li> <li>• Attending Branch committee meetings</li> <li>• Providing input and communications for inclusion in the Branch newsletter/communications for dissemination to the Branch membership.</li> <li>• Other duties as indicated by the Branch Convenor.</li> </ul> |
| <b>Reporting line:</b>                | Committee Members report to the Branch Convenor.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Term and election to position:</b> | A Committee Member's term is for one year starting at the conclusion of the AGM at which they are elected.                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Election to position:</b>          | To stand for election at the Branch AGM, a potential Committee Member must be nominated by a Branch member and have this nomination seconded by another Branch member. There may be more than one Committee Member on a Branch Committee, up to the number(s) specified in the Branch rules.                                                                                                                                                                                                                  |
| <b>Position requirements:</b>         | A Branch Committee Member must be a current financial member (individual or corporate delegate) of the ASA.                                                                                                                                                                                                                                                                                                                                                                                                   |

### ASA Branch Newsletter Editor Role Description

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| <b>Position:</b>                     | Branch Newsletter Editor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Role Overview:</b>                | The role of the Branch Newsletter Editor is to coordinate the newsletters of the Branch.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Responsibilities may include:</b> | <ul style="list-style-type: none"> <li>• Coordinating the input and communications about Branch activities for inclusion in the Branch newsletter.</li> <li>• Editing the Branch newsletter, ensuring consistency of content, as well as a good standard of spelling and grammar. Newsletter content should, if possible, include informative and attractive use of illustrations.</li> <li>• Promulgating the Branch newsletter to current Branch members, ensuring that a current Branch membership list is sourced from the ASA.</li> </ul> |
| <b>Reporting line:</b>               | The Branch Newsletter Editor reports to the Branch Convenor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Term:</b>                         | The Branch Newsletter Editor's term is for one year starting at the conclusion of the Branch AGM at which they are elected.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Election to position:</b>         | To stand for election at the Branch AGM, a potential Newsletter Editor must be nominated by a Branch member and have this nomination seconded by another Branch member. Should more than one candidate stand for the position of Newsletter Editor, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.                                                                                                                                     |
| <b>Position requirements:</b>        | The Branch Newsletter Editor must be a current financial member (individual or corporate delegate) of the ASA.                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### ASA Branch Communications Officer Role Description

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| <b>Position:</b>                     | Branch Communications Officer                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Role Overview:</b>                | The role of the Branch Communications Officer is to coordinate the communications of the Branch both internally and externally.                                                                                                                                                                                                                                                                                                                |
| <b>Responsibilities may include:</b> | <ul style="list-style-type: none"> <li>• Coordinating the input and communications about Branch activities for inclusion in ASA publications and websites.</li> <li>• Ensuring that the Branch is represented on the ASA's social media platforms and website.</li> <li>• Inviting and encouraging participation in all ASA events and other local professional learning activities.</li> <li>• Attending Branch committee meetings</li> </ul> |
| <b>Reporting line:</b>               | The Branch Communications Officer reports to the Branch Convenor.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Term:</b>                         | The Branch Communications Officer's term is for one year starting at the conclusion of the AGM at which they are elected.                                                                                                                                                                                                                                                                                                                      |
| <b>Election to position:</b>         | To stand for election at the Branch AGM, a potential Communications Officer must be nominated by a Branch member and have this nomination seconded by another Branch member. Should more than one candidate stand for the position of Communications Officer, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.                           |
| <b>Position requirements:</b>        | The Branch Communications Officer must be a current financial member (individual or corporate delegate) of the ASA. A thorough working knowledge of various social media platforms is desirable.                                                                                                                                                                                                                                               |