

MANAGEMENT TEAM HANDBOOK



**Women in Agriculture and Business
of South Australia Incorporated**

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INTRODUCTION

This handbook has been written as a guide for Women in Agriculture and Business of South Australia Inc (WAB) Regional Co-ordinators and the State Management Team (SMT).

Incoming Co-ordinators are requested to read this publication, along with the Constitution and Branch Handbook, as these documents will consider some issues in more detail.

2. STRUCTURE of WAB

2.1 WAB Management Team

WAB Management Team is made up of State President, and a Regional Co-ordinator nominated from each of the four regions in the State

- Central
- Eyre Peninsula
- Limestone Coast
- Mallee

Secretary, minute secretary and treasurer are appointed within the Management Team. If finances allow, one or more of these positions can be taken by a part-time employee.

2.2 Finances

- Grant from Bank SA
- Grants and sponsorship where/when possible
- Annual subscription paid by members

WAB has storage within Rural Affairs, PIRSA 25 Grenfell Street, Adelaide SA.

A room is made available for 3 or 4 meetings during the year, booked by President or Secretary.

2.3 WAB is affiliated with:

- Category 2 member society of Associated Country Women of the World (ACWW)
- Delegate of National Council of Women of SA

WAB is actively involved with:

- Safe Ag Systems
- National Rural Health Alliance
- Australian Farmers
- Primary Industries and Regions of SA (PIRSA)
- SARDI

2.4 Portfolio Holders

WAB Management Team is also assisted by the following Portfolio Holders

Awards & Membership Officer
Merchandise Officer
Historian
Editor – WAB News
International Officer

National Council of Women SA Delegate
Website Manager
Social Media Manager (Facebook, Instagram etc)

3. WAB MANAGEMENT TEAM MEETINGS

WAB Management Team usually meets in Adelaide three times a year for a full day and twice more, on-line, for Management meetings.

An AGM is held at the time of the State Conference, between August and October each year. Incoming and outgoing Regional Co-ordinators are requested to attend.

Other meetings (Work In Progress) will be held on the months in between by electronic means. (eg Google Hangout, Skype,etc)

It is important to make every effort to attend management meetings, but if unable to attend, the President should be notified as soon as possible and an apology tendered.

If a co-ordinator misses her own Branch meeting when attending Management Meetings, she will be marked as present on the branch roll.

3.1 Reports for Management Team Meetings

State President, Regional Co-ordinators and Portfolio Holders are requested to submit written reports for each Management Meeting and not for Work In Progress meetings.

It is important for the report to be sent to the State President by the due date.

Reports are to be written in the following format:

- Position, name, date
- Details of work progress since the last report
- Information required by Management Team
- Queries or comments to the Management Team

3.2 Meeting Preparations

A copy of the Minutes from the last meeting would already have been received. Co-ordinators are to read the Minutes and note any corrections.

Bring to all meetings

- Folder organised for easy access of papers at meetings
- Notepaper and pen
- Diary

3.3 Agenda

An Agenda, Agenda papers and Reports are sent out to all Regional Co-ordinators prior to each Management Team meeting by the Secretary.

All documents should be read and prior consideration given to any decisions which will be made at Management Meeting. For issues affecting member or Branches, Co-ordinators may wish to seek their opinion.

4. MANAGEMENT TEAM EXPENSES

4.1 State President

Will receive an honorarium of \$3000 to cover her expenses.

4.2 Regional Coordinators

2018 Honorarium for Co-ordinators set at:

\$1,000 pa for Eyre Peninsula Region

\$500 pa each for Central, Mallee and Limestone Coast Regions

If expenses go markedly beyond the honorarium, a team member may ask to be reimbursed at a meeting. Receipts or other verifying documents would be required for auditing purposes

4.3 Delegates and Portfolio Holders

Expenses will be reimbursed at the discretion of the Management Team

5. COMMUNICATION WITH BRANCHES

5.1 Electronic means of communication will be used where ever possible

Regional Co-ordinators receive a copy of all material included in the mail out to Branches.

If Co-ordinators wish to publicise information to all branches, they should contact the President or have it placed on the agenda of the next Management Team meeting. Once approved, the Branch mail out system can be used.

Communication between the Management Team and branch members is through the Secretary and Regional Co-ordinator. For effective communication, Co-ordinators need to establish a rapport with their Branches. The following are suggested means:

- a. Following each Management meeting, the Secretary will write and send a newsletter to all branches, informing members of decisions made, coming events and any points of interest.
- b. Co-ordinators must ensure Branches respond to issues conveyed in the newsletter
- c. Transfers, New Members etc form to be filled in by applicant, given to Branch Secretary/record keeper then sent to Regional Coordinator who will then send to the treasurer who will send a copy to the Awards Officer, Membership Officer and to the WAB News Officer
- d. Coordinators should introduce themselves to their branches when first taking position and send out a Christmas Greeting. Communication at any other times can be at the Coordinator's discretion when relating to their region only.

5.2 Branch visits

Regional Co-ordinators are expected to visit each Branch in their region once a year if possible. This helps Branches to get to know their Co-ordinator and for Co-ordinators to meet the members and see how the Branches are going.

Co-ordinators should contact the Branches early in their term to ask for a copy of their program and arrange to attend a mutually convenient meeting.

The Co-ordinator should request a short time to speak. A current newsletter can be read, an open discussion held or the Branch may suggest a topic for the Co-ordinator.

Co-ordinators are to assist the Branch with information when required and advice on procedure for taking an issue to the Management Team

5.3 Meeting Reports

- Branches are requested to fill in a monthly meeting report and send this form to their Regional Co-ordinator as soon as possible after each meeting. Email is preferred as Australia Post delivery is slow.
- Branch Secretary is usually delegated this task, but another member may be appointed.
- These reports are to be sent to WAB News Editor prior to each WAB News deadline. This can be done by c.c. when emailing the report to the Regional Co-ordinator

5.4 Newsletters and Annual Report

WAB News is published 3 times per year

Annual Report is prepared for each AGM

Regional Co-ordinators can support the Editor by encouraging Branches to regularly send in meeting reports and ensure the Editor receives them before each closing date.

The Editor would like any of the following:

Photographs and reports from any special meeting	Book Reviews
Reports on fund raising ventures	Poems
Stories	Sayings
Articles	Items of local events in which WAB members are involved
Recipes	

Branches need reminding from time to time to take photographs particularly at activity meetings and submit them to local papers, school newsletters etc for publicity.

5.5 Procedure for dealing with an issue from a Branch or member

- Encourage the Branch to write a letter to the Management Team with a copy to the Co-ordinator
- If the issue is from a member, encourage her to write on her own behalf
- Where appropriate, a letter can be written to Federal and/or State Government with copies of all letters sent to the Co-ordinator and State President so WAB are kept informed

5.6 Opening or Closing Branches

Refer to procedure detailed in Branch Handbook/Constitution

6. STATIONERY

- Electronic version of WAB documents:
 - ✓ WAB letterhead (which may be adapted to add Coordinator's contact information)
 - ✓ WAB Logo
 - ✓ Branch Report form
 - ✓ Membership Form
 - ✓ Award nomination forms (various)
 - ✓ Nomination of Regional Co-ordinator
 - ✓ Nomination of President Elect
- Directory of all Branch Information sent after AGM for current office bearers and up-dated membership list
- Membership Levy
- Project, Coins for Friendship

7. WAB PROJECT, COUNTRY OF STUDY and THEME

Branches are asked for suggestions for each of these and any suggestions which are not used are kept on file.

WAB is not a fundraising organisation but Branches are encouraged to raise money each year for the WAB project. Some Branches may also decide to raise money for their own local charities.

Regional Co-ordinators need to:

1. Remind branches in their February newsletter to think of suggestions as well as researching information on the project
2. Collect suggestions from the Branches and present them to the May Management meeting
3. Following the May Management meeting, inform branches of the project, country of study and theme in their newsletter.

Branches like to know before AGM in June, ready for program planning.

Project

WAB State Management Team periodically selects an international project from the ACWW South Pacific area usually in the year leading up to the ACWW triennial conference.

Projects in other years are usually Charities with a lower profile, within Australia.

Country of Study

Branches usually devote one meeting to the country of study, and may co-ordinate with National and International Months eg ACWW month is April and the National Day of Agriculture is in November.

Selected by the Management Team from Branch suggestions

The Theme is usually adopted by the host Branch for the Regional Conferences and by the Co-ordinators for their opening address.

8. STATE CONFERENCE

WAB State Management Team hosts an annual State Conference which is held in different regions of the State. The AGM is usually held at the State conference and all incoming and outgoing Regional Coordinators are expected to attend.

A handover ceremony is carried out at the State Conference where both incoming and outgoing Coordinators receive the appropriate badges.

Under the guidance of the President and Conference Convenor, Regional Co-ordinators are given various tasks throughout the Conference.

Any "Open forum" motions will be presented, and seconded and voted upon. (See Branch Handbook for more information)

Following the State Conference, each Regional Co-ordinator is requested to submit a report to their local newspaper, preferably with an appropriate photograph for that area.

9. REGIONAL GATHERING

9.1 Objectives

- Table business from branches (Open Forum topics) which may then go to the State Conference.
- Provide an opportunity for inter-branch fellowship and sharing
- Provide an educational forum
- Present Membership Awards
- Give WAB a wider community focus

9.2 Guidelines for the Regional Co-ordinator

Prior to the Regional Gathering:

- Attend the planning meeting if requested to:
 - Be supportive
 - Advise on protocol and procedure if needed
 - Help arrange the program if required
 - Ask if the host branch requires the use of the pull-up banner (to be booked through State President).
 - Remind the host branch that a member needs to be in charge of the merchandise
- Negotiate with the host branch and decide who will take notes at the gathering and write the report. It is acceptable for the host branch to ask speakers to provide a copy of their speech
- Check with the sponsor for the following year's Regional Gathering and arrange a spokesperson to issue an invitation from the branch
- Regional Gatherings can be a time for Branches to bring forward any issue they wish to have discussed. Co-ordinators must confer with the President before the Conference and the President may use her given time to either have an open forum or comment on the issues.
See Branch Handbook for 'Open Forum' procedure
- Check to see that awards are ready and keep a copy of the member's service to WAB in preparation for the presentation.
- Request a draft program from the host branch as soon as one is available and ask that one be sent to the President as well.
- An invitation may be issued by the host Branch of other Regional Gatherings but acceptance is entirely optional. Reply to all invitations.
- Assist with promotion of the event.

9.3 Day of the Regional Gathering

- Officially open the Regional Gathering with about a 5 minute speech, usually based on the WAB theme for that year. Branches should be encouraged to use the WAB theme but some may wish to choose their own. Consult with the Branch so a common theme is used.
- Have awards presented and give details of the recipient's service to WAB. Allow time for recipients to respond if they so wish.
- Conduct the roll call, if included in the program
- Call upon the pre-arranged sponsor to issue an invitation to the following year's Regional Gathering
- Call upon a pre-arranged WAB member to move a vote of thank to the current host branch.

9.4 Following the Regional Gathering

Soon after the Regional Gathering, send a note of congratulations to the host branch and to host branches of other Regional Gatherings attended.

Reports are to be forwarded to:

- WAB News Editor
- Historian
- Local newspaper
- Social Media coordinator

Collect the Regional Gathering minute book from the host branch, after checking to see that both the planning meeting and the conference reports have been entered. The book should then be passed onto the next host branch.

10. POSITION BRIEFS - MANAGEMENT TEAM

10.1 State Management Team (SMT)

Title	Term of office (yrs)	Condition	Nominated by	Method of Election	Maximum years
Regional Coordinator	2	WAB member	Branch	SMT	6
State President	2	SMT member	SMT	AGM	2
President Elect	1	SMT member	SMT	AGM	1
Past President	1	Immediate Past President			1
Merchandise Officer	1	WAB member	SMT	AGM	None
Membership Officer	1	WAB member	SMT	AGM	None
Award Officer	1	WAB member	SMT	AGM	None
International Officer	2	WAB & ACWW member	SMT/Branch	AGM	None
Historian	1	WAB member	Branch	AGM	None
WAB News Editor	1	WAB member	SMT	AGM	None

An extension of the above terms of office will be at the discretion of the State Management Team

10.2 Delegates/Representatives

Title	Term of office (yrs)	Condition	Nominated by	Method of Election	Maximum years
National Council of Women	1	WAB Member	SMT	AGM	None

10.3 Roles and Responsibilities

10.3.1 State President

Term of office	2 years
Condition for office	State Management Team(SMT) member
Nominated by	State Management Team members – elected at AGM
Responsible to	State Management Team
Aim of position	To co-ordinate and take responsibility for all aspects of WAB at State level. To act as the organisation's public spokesperson
Duties and responsibilities	

- Is an ex-officio member of all sub-committees of State Management
- Chair all WAB SMT meetings, when present
- Selects a minute –secretary from the SMT for each meeting
- Present a report at each Management Meeting and for each WAB News
- After each Management Meeting and in between, if necessary, write a letter to all WAB Secretaries/Facilitators with information from the SMT
- Be in contact with the Past President or President Elect to ensure she is kept up to date with matters affecting WAB at State level
- Responsible for urgent decisions, in co-operation with Past President or President Elect
- Responsible for dealing with correspondence directed to/from SMT
- Responsible for overseeing portfolios
- Identify the ability of Co-ordinators in regard to portfolio allocation
- Attend, where possible, all Regional Gatherings
- Create a harmonious atmosphere to ensure the smooth and efficient function of State Management Team
- Chair annual State Conference and present a report
- Be supportive of all Regional Co-ordinators, whenever possible
- Assist Regional Co-ordinators in the opening and closing of branches
- Take every opportunity to publicise WAB to the wider community All Co-ordinators hold the portfolio of publicity and public relations
- Accept, or delegate, as many of the outside invitations as appropriate or when time and finances allow
- When term of office expires, advise and guide the newly elected President
- Send a letter to welcome new Co-ordinators to SMT and invite them to attend the Annual General Meeting
- Meet with the WAB Sponsor/s at the beginning of each year with supporting documents to encourage continued support
- Fulfil the duties and responsibilities of **Secretary** including the following:
 - Hold all WAB assets – WAB Computer, data projector and records.
 - Have her phone number and postal address on all correspondence and be the official contact point for all correspondence. The WAB Admin email address will be operated by the State President.
 - Receives all New Member forms and passes them to the treasurer, WAB News Officer, WAB Membership /Awards Officer and On-line Branch if appropriate.
 - Send out forms in March each year re the Theme, Project and Country of Study for the following year, for branches to return by 31st May
 - Send out Membership Levy Form, Branch Information Form, Membership lists and Project/ Coins for Friendship Form in May each year, to be returned by 31st July
 - Request reports from Portfolio Officers and the Treasurer for the WAB Annual Report in June

- Collate annual reports from Portfolio Officers & Treasurer and write a President's Report for the WAB Annual Report. Present it in a booklet form and have it printed in time for the AGM
- Send copies of Membership Levy Forms to the Treasurer
- Collate Membership Levy Forms, and Branch Information Forms and update WAB Directory to be sent out ASAP after the AGM to Secretaries/Facilitators and all on the SMT & Portfolio Officers
- Send copies of Membership lists to Membership Officer
- Send returned updated Membership List (from Membership Officer) to WAB News Officer
- Send WAB Annual Report to Legal Deposits in hardcopy or digital form
- Send WAB Annual Report to Secretaries/Facilitators, Associates, Supporters, Sponsors, CWA, NCWSA and any other organisation that requests it
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- Fulfil the duties and responsibilities of **Treasurer** including the following:
 - Manage WAB accounts, fixed deposits and any special purpose accounts as determined by State Management Team (SMT)
 - Arrange signatories as determined by SMT with any two of three registered signatories to authorise all monetary transactions.
 - Accept member and associate member subscriptions and other payments from members, branches or WAB portfolio holders, as appropriate
 - Send out Associate & Supporter Renewal Forms in June each year
 - Collate WAB On-Line Membership Renewals and send out reminders if necessary
 - Issue receipts on all payments received and record income and expenditure appropriately.
 - Transfer monies to and from merchandise account as required
 - Present a financial report at each Management Meeting for ratification. Include a list of accounts, both paid and outstanding, to be passed for payment
 - Prior to the AGM, close the WAB finance books at an agreed date
 - Liaise with an approved auditor in preparation of an annual audit, after having obtained a written quote
 - File in order all copies of accounts for payment and document accompanying payments to facilitate auditing
 - Present an audited statement at the AGM, as well as a proposed budget for the coming year
 - At end of term of office, advise and guide the newly elected State President and hand over all relevant records and information with an up to date statement

10.3.2 Regional Co-ordinator

Term of office	A co-ordinator shall be elected for a 2 year term and shall, if she wishes, be eligible for re-election for 2 further two year terms. No member may serve for more than 3 consecutive terms. After a break in service of one term (or 2 years), she shall be eligible for election
Conditions for office	Active WAB member (has attended at least half the branch meetings held during the previous 3 years)
Nomination by	The branch nominates a Co-ordinator and this is then seconded by another branch within the Region. An election is conducted when more than one nomination is received from a Region
Responsible to	State President and WAB members within the relevant Region
Aim of position	To provide a link and representation between State Management and WAB members

Duties and Responsibilities

- Attend State Management Team (SMT) meetings regularly
- Share the role of Minute Secretary with other Coordinators if required
- Be willing to take responsibility for a Portfolio, if needed
- Read minutes, agenda and relevant material in preparation for each SMT meeting
- Provide feedback and raise issues from the Region at SMT meetings in the form of a written report about 1 week before the Management Meetings
- Report to Branches, through a newsletter, on outcomes of all Management Meetings if necessary
- Be accessible to all members in the Region
- Receive Branch meeting reports and forward to WAB News Officer
- Confer with branches on training requirements and liaise with SMT to arrange a program
- Encourage branches within the Region to provide monthly meeting reports and other articles for the WAB News to be forwarded to WAB News Editor with copy to Regional Co-ordinators.
- Assist with the Regional Gathering as explained under **Regional Gathering**
- Visit each branch within the Region in an official capacity at least once every 18 months
- All Co-ordinators hold the portfolio of publicity and public relations. Take every opportunity to publicise WAB to the wider community
- Keep in touch with associate members within the Region and invite them to activities of interest, particularly the Regional Gathering
- Advise branches when not standing for re-election as Regional Co-ordinator and encourage them to find a replacement
- At end of term of office, advise and guide the newly elected Regional Co-ordinator and hand over all Co-ordinator's material.

11. PORTFOLIO HOLDERS' BRIEFS

11.1 Membership & Awards Officer

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	State Management Team (SMT) – elected at AGM
Responsible to	President and SMT
Aim of position	To maintain membership records. To consider all nominations for the various awards

WAB present the following awards to members:

- 5 and 10 year certificates
- Life membership (badge and certificate and copy of application)
- Certificate of Merit and copy of recommendation
- 30 year certificate and copy of recommendation
- 40 year badge, certificate and copy of recommendation
- 50 year badge, certificate and copy of recommendation
- 60 year badge and certificate and copy of recommendation

Refer to WAB Branch Handbook for details of eligibility for these awards.

Duties and responsibilities:

- Receives Annual Branch Lists of members and all New Members Forms from the Secretary
- Collates all data of WAB membership and sends it to the State President
- Act as a resource to Regional Co-ordinators
- Receive Award Nominations from WAB branches
- Ensure all Award nominations satisfy the requirements of attendance and service to WAB and, if not , discuss with the appropriate Regional Co-ordinator
- Be aware of and sympathetic to any exceptional circumstances
- Organise the badges and the certificates and ensure certificates are signed by the President
- Distribute a copy of the nomination form, certificates and badges to the appropriate Regional Co-ordinator or State President for presentation
- Keep up to date record books and send details of awards to the State President & WAB Historian
 - Order certificates and badges as necessary
 - Requests reimbursement for costs involved (with scanned receipts) to Treasurer
 - At the end of term of office, advise and guide the incoming Membership Officer

11.2 Merchandise Officer

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	State Management Team (SMT) – elected at AGM
Responsible to	President and SMT
Aim of position	To co-ordinate the purchase and sale of merchandise items for the promotion of WAB

Duties and responsibilities:

- Responsible for the purchase, pricing and sale of merchandise items, with SMT's approval
- Present a financial report and statement of stock holding at each Management Meeting.
- Seek new ideas for merchandise items
- Promote merchandise within WAB
- Maintain records of merchandise transactions and liaise with State President concerning transfer of monies
- Regional Co-ordinators should encourage Branches to purchase merchandise at the Regional Conference. Alternatively, Regional Co-ordinators can make arrangements for the merchandise to be available as required.
- **Women in Agriculture & Business of SA Inc Merchandise Acc**
- **BSB 105 159 Acc: 053840**
- Prepare books and statements for the WAB Auditor and present audited financial and stock on hand statements at the AGM
- At end of term of office, advise and guide the incoming Merchandise Officer. Hand over all stock and relevant records.

11.3 International Officer (ACWW)

Term of office	2 years (renewable)
Condition for office	Member of WAB and ACWW
Nominated by	State Management Team (SMT) - appointed at AGM
Responsible to	President and SMT
Aim of position	To promote and be conversant with all matters relating to ACWW

Duties and responsibilities

- Liaison closely with State Management Team (SMT)
- Receive copies of all official correspondence between any WAB/ACWW members and ACWW in London or elsewhere. Ensure that copies of all incoming and outgoing correspondence are lodged with SMT and branch/individual members if not sent by ACWW itself
- Write a report for each WAB Management Meeting, highlighting points of interest from the correspondence
- Submit reports/articles to the WAB News Editor for publication
- Liaise with ACWW Area President and provide her with regular reports off WAB activities, including the WAB News
- Assist with promotion of ACWW conferences and ensure delegations re appointed by WAB SMT
- Ensure adequate briefing sessions are held before any ACWW conference
- Ensure report of any conference are given to WAB SMT and WAB News
- Maintain financial records of ACWW transactions and present an audited statement to WAB Admin to be included in WAB Annual Report for the AGM
- Prior to the due date of subscriptions, calculate the conversion rate from English pounds to Australian dollars. Allow for a possible fluctuations in value

- Issue membership notices to all branches/individual members/WAB Admin for fees to be returned by Nov 30th each year
- Receive monies from:
 - ACWW subscriptions from individual and life members
 - Affiliation fee from WAB
 - Coins for Friendship from the branches
 - Forward the money in English pounds to London in December each year
- Order free ACWW literature, pay postage and buy ACWW badge ware and promotional merchandise as approved by SMT
- Supply WAB SMT with an updated list of ACWW members
- At end of term of office, advise and guide the incoming International Officer

11.4 Historian

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	Branch or WAB member – elected at AGM
Responsible to	President and SMT
Aim of position	To initiate, compile or maintain appropriate and accurate records at WAB

Duties and responsibilities

- Maintain a record of when branches opened and/or closed, and record where relevant minute books are held
- Maintain files of the WAB News and ACWW magazines
- Maintain files of annual reports and Conference reports and programs
- Compile pages for the WAB scrap book
- Maintain accurate rolls of those who receive awards. Membership/Award Officer is responsible for sending a list of new awards each year
- Make recommendations to SMT on what material is of historical value and should be kept and, in consultation with another experienced person, list that which may be discarded
- Write an annual report for State AGM
- Check the accuracy of facts
- The Historian has the power to co-opt assistance
- Recommend and submit quotes to SMT for material requiring binding in book form
- Recommend to SMT more appropriate methods of storing information
- At end of term of office, hand over all material and advise and guide the incoming Historian

11.5 Editor - WAB News

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	Branch or WAB member – elected at AGM
Responsible to	President and SMT
Aim of position	To produce on a regular basis a magazine for the financial members of WAB and other interested individuals

Duties and responsibilities

- There are to be at least 3 publications of WAB News per year.
- Formulate written editorial policy for approval by WAB SMT
- Edit articles received from WAB members including , branches and SMT members
- Solicit additional articles as appropriate.
- Determine and publish closing dates for articles
- Have each edition of WAB News verified by the State President and Coordinators before release
- Forward WAB News to all branch members, on-line members, associates, sponsors and supporters and ask that secretaries print a copy for any of their Club without email.
- Post one hard copy to any branch without email contact
- Forward a copy of each issue to the

National Library of Australia
State Library of South Australia.
National Council of Women

Parliamentary Library
South Australian CWA

- Requests reimbursement for costs involved (with scanned receipts) to Treasurer
- At end of term of office, advise and guide the incoming WAB News Editor

11.6 Delegates/Representatives

Term of office	As set by SMT and the relevant organisation
Nominated by	Branches, members of SMT as applicable – elected at AGM
Responsible to	President and SMT and the relevant organisation
Aim of position	To represent WAB and serve the relevant organisation as required

Duties and responsibilities

- Write a brief report to SMT after each meeting of the relevant organisation
- Make recommendations to SMT on any matters requiring action by WAB
- Raise issues to the organisation as requested by WAB SMT
- Advise SMT when the organisation's subscriptions are due, if applicable
- A proxy may take a delegate's place at a meeting providing they were duly nominated and approved by SMT and have the approval of the organisation
- At end of term of office, advise and guide the incoming representative/delegate

11.7 Website Manager

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	Branch or WAB member – elected at AGM
Responsible to	President and SMT
Aim of position	To produce website and maintain content ensuring it is current, interesting and informative for existing and prospective members

Duties and responsibilities

- Produce website with current, interesting and informative content for approval by WAB SMT
- Edit articles received from WAB members including , branches and SMT members and publish in a timely manner
- Solicit additional articles as appropriate.
- Determine and publish closing dates for articles
- Promote website to all branch members, on-line members, associates, sponsors
- Assist with training of members to navigate and familiarise with the site
- At end of term of office, train, advise and guide the incoming Website Manager

11.8 Social Media Manager

Term of office	1 year (renewable)
Condition for office	WAB member
Nominated by	Branch or WAB member – elected at AGM
Responsible to	President and SMT
Aim of position	To produce social media pages and maintain content ensuring it is current, interesting and informative for existing and prospective members

Duties and responsibilities

- Produce social media pages with current, interesting and informative content for approval by WAB SMT
- Edit articles received from WAB members including , branches and SMT members and publish in a timely manner
- Solicit additional articles as appropriate.
- Determine and publish closing dates for articles
- Promote website to all branch members, on-line members, associates, sponsors
- Assist with training of members to navigate and familiarise with the pages
- At end of term of office, train, advise and guide the incoming Website Manager