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| wablogo_blue.jpg | **STRUCTURE OF WOMEN IN AGRICULTURE AND BUSINESS****IN SA INC.** **2019** |

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| ***MALLEE***CoonalpynParingaWirregaYurgo | ***LIMESTONE COAST***LochaberKalangadooPadthawayStewarts Range |
| ***CENTRAL***CunliffeRosedale/Sandy CreekStrathalbynTanunda (email contact required)Wepowie/Booleroo Centre (email contact required) | ***EYRE PENINSULA***PinkawillinieCharltonWAB Online |
| ***ASSOCIATES***Branch nearest to the associate | ***SUPPORTERS***President |
| ***SPONSORS***President |  |

**MANAGEMENT STRUCTURE AND RESPONSIBILITIES**

PRESIDENT

Elected for a 2 year term

Honorarium $3,000

* Officially represents WAB - State Government departments, Federal Government where relevant, Agricultural organisations and women’s organisations e.g. National Council of Women
* Treasurer
* Spokesperson for Media
* Chairperson for WAB Management meetings, and stores minutes (electronic and hard copy) of all meetings
* Instigates a “Gathering” each year – supports the nominating branch for that particular year
* Prepares Annual Report, arranges the audit of financial records.
* Holds all WAB assets - WAB Computer, data projector and records.
* President – to have her phone number, 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

* Please note that there will not be a travel allowance due to the Honorarium of $3000
* Receives new Membership Forms with payment and passes details to Membership Officer
* Instigates, receives and records the following information from the Branches within their region
	+ Branch Facilitator and/or Officer Bearer names
	+ Branch member names and details, then forwarded to Membership Officer
	+ Annual membership fees – and deposits fees into the nominated WAB account.
	+ Receives state project funds
	+ Details of Coins For Friendship collected by branches and confirmation that money has been sent to International Officer

CO –ORDINATORS

* Mallee, Limestone Coast, Central and Eyre Peninsula
* Elected for a two year term, (Initially there would be two coordinators elected for three years and two coordinators elected for two years – to maintain stability)
* An honorarium will be offered – this will be a maximum of $1000.00 and not necessarily the same for each region as the number of branches and geographical distances differ between regions.
* Is the first point of contact for all Branches within their region
* Receives a CC of Branch Meeting reports ( which have been emailed to the WAB News Officer )
* Shares between other co-ordinators the recording of the minutes of management meetings and emails draft copy to the State President.

WAB NEWS OFFICER

* Receives Branch reports from all Branches (on meetings and activities)
* Collates and produces the WAB News 3 X a year (Verified by President or co-ordinators prior to release)
* WAB News provided to Branches, associates and supporters etc via Email Only. Please note there will be no printed copies sent out to individual members.
* Copies (electronic or hard copy) to be forwarded to all affiliates and archival records.
* Forwards claim form for costs involved (with scanned receipts) to State President for reimbursement

MEMBERSHIP OFFICER

* Receives from State President the Branch Member Names and contact details for each branch
* Collates information and returns it to the State President
* Receives details of new members from the treasurer (State President) for collation on data base of members

AWARDS OFFICER

* Manages database of Awards
* Issues Certificates & Badges – Nominations are sent in direct from Branches
* Awards Officer forwards by post, Certificates/Badges to Branch or State President for signature and presentation
* Forwards claim form for costs involved (with scanned receipts) to State President for reimbursement

INTERNATIONAL OFFICER

* ACWW –
	+ Issues membership invoices (email where possible) and receives fees to/from organisation, branch and individual members (Due by 30th November each year)
	+ Forwards to ACWW.
	+ Receives new membership forms from branches and individuals
* Forwards to Branches any ACWW newsletters
* Promotes the work of ACWW to all WAB Branches
* Coins for Friendship – receives funds from Branches and sends the total to ACWW
* Please note there is no honorarium from WAB for this position.

HISTORIAN

* Holds and stores all WAB history
* A point of reference for all WAB

WEBSITE OFFICER

* Arranges the setting up of the WAB website
* Ongoing maintenance of website
* Uploads new information to website

FACEBOOK OFFICER

* Sets up the WAB Facebook page
* Ongoing maintenance of Facebook page
* Monitors entries on the Facebook page
* Encourages members to use the Facebook page

MERCHANDISE OFFICER

* Select and purchase appropriate merchandise in consultation with Management Team
* Sells and distributes merchandise as required

BRANCHES

* Collect WAB annual membership fees and forward to State President/Treasurer by direct debit (where possible)
* Print branch copy of WAB News
* Print branch copy of WAB Directory (if needed)
* Forward nomination forms for awards for members to Awards Officer
* Coins for Friendship money to International Officer by direct debit (where possible)
* Forward to WAB Admin:
	+ Branch Facilitator and/or Officer Bearer names
	+ Branch member names and details (it is the branch’s responsibility to ensure correct information is sent)
	+ Money raised for state project
	+ Details of Coins For Friendship collected by branches and confirmation that money has been sent to International Officer
* Forward monthly Branch Meeting Report to WAB News Officer and CC to Regional Co-ordinator with photos if possible
* Forward New Branch Members form with payment to the treasurer (State President)