



WRANS - Naval Women's Association (ACT) COMMITTEE

Duties and responsibilities of committee and members -

- to ensure that all members are treated with respect,
- members voice opinions in a safe and respectful environment, and
- to encourage new/past members to join the association.
- Committee members to take photographs to be uploaded to the website.
- to attend as many meetings as is possible for the benefit of the Committee.

Members

- To inform the committee of members who may be in hospital or death of members

President

- Chair meetings (quarterly General Meetings and monthly Committee meetings)
- Represent the WRANS Naval Women's Association (ACT) at ex-Service functions/events/memorial services
- Liaise with and maintain an increased profile and status of the WRANS Naval Women's Association (ACT) with the Canberra general community
- Liaise with printed media, radio and TV regarding Association events
- Call for contributions for newsletter
- Draft newsletter with a minimum of 3 issues per year.

Vice President

- Act as President and represent Association when President not available.

Secretary/Assistant Secretary

- Ensure the Assistant Secretary is across the Secretary's duties
- Send out notices and agendas for meetings - e-mail and general post
- Record minutes of meetings
- Send copies of minutes to members - as above for agendas etc
- After meetings draft minutes to be sent to the committee and members within 2 week of meetings
- Book venue for meetings - liaise and confirm with venues for room bookings - arrange dinners after general and committee meetings
- Action and/or pass on all incoming correspondence including e-mails as appropriate to the executive in a timely manner
- Distribute newsletter to all financial members, other ex-WRANS Associations and interested parties - by mail and e-mail
- Maintain filing system - retaining copies of all outwards correspondence, newsletters and other material as appropriate and scan important material for our records
- Maintain Secretary's acquittal for administrative costs
- Maintain e-mail and postal addresses for distribution of information to members and other organisations as appropriate

Treasurer

- Ensure the Assistant Treasurer Membership is across the Treasurer's duties and has access to bank account. Maintain bank account for the Association
- Move to internet banking to ensure cheques are not lost and prompt payment for services
- Receive, provide receipts and bank money on behalf of the Association

- Keep records of monies received and expended- cheques to be countersigned
- Pay all accounts approved by the Executive
- A monthly financial report is to be provided at each exec meeting i.e. 01-31 January, 01-28 February etc
- Auditor is to be agreed to at the November General Meeting
- Account books are to be closed off at the end of December and audited by the end of January
- Provide audited report to the annual general meeting in February
- Distribute and maintain supplies of name badges, hats, tally bands and other merchandise
- Receive membership fees - send receipts.

Assistant Treasurer -Membership Officer

- Receive instruction from the Treasurer and assist with the Treasurer's duties as required
- Receive and check for correctness, all new membership applications
- Send membership cards to new members
- Maintain updated list of members including name, former name, years' of service, address, telephone number and e-mail address.

Historian

- Write history of WRANS Association (ACT)
- Maintain file of historical documents.

Scrapbooking

- Maintain scrapbook for Association
- Maintain file of photographs.

Website Coordinator/Newsletter/PR/FACEBOOK

- Maintain WRANS Association (ACT) Website at www.wransact.org. –
- Update as required photographs from functions and newsletters from other State organisations
- Ensure links on the website and Facebook are accurate and current
- Place links on the website for Facebook and web addresses for the other WRANS associations.
- Edit and finalise the newsletter for Association - place on Website

DVA Liaison/Welfare

- Assist members with access to DVA to obtain entitlements.
- Advise members of DVA entitlement additions and amendments that will affect them
- Advise members of the events of the ACT KOC (Kindred Organisation Committee) meetings.

Flower Lady

- Visit any member who is hospitalised for more than 2 days
- Arrange to send flowers to a member whose partner or child passes on.

Social/Events

- Make all necessary arrangements for the following and any other social events held by the Association:
 - Anzac Day March and lunch
 - Mid-year lunch
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