



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS

Committee Position Descriptions

A Branch Committee needs to have at least six members, three of which are executive members, i.e. a Chairperson, a Treasurer, a Secretary and 3 committee members.

Chairperson

- Provides leadership to the State 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;
- Makes decisions regarding branch matters, based on recommendations from the committee;
- Provides guidance and support to his/her committee members;
- Is generally the Principal Delegate, i.e. State Branch Representative on National Council;
- Presents a state branch report to the AUSIT membership at the Branch AGM and to the National AGM.

Treasurer

- Is responsible for handling monies associated with branch activities e.g. banking and issuing receipts.
- Maintains accurate records for audit purposes, mainly a spreadsheet cashbook;
- Reports to National Treasurer on a monthly basis;
- Presents Treasurer's report to the Membership at the State Branch AGM;
- Seeks funding from National Council on behalf of the branch;
- Liaises with the National Treasurer, the auditor and the professional indemnity insurance provider.

Secretary

- Arranges agendas for monthly meeting and Branch Annual General Meeting;
- Takes and distributes minutes of the above meetings;
- Notifies membership of AGM and committee members of monthly meetings;
- Takes care of all correspondences including emails.
- Monitors compliance with the constitution;
- Keeps the branch records up-to-date and in a safe place.
- Drafts eFlash and Event Requests using Cognito forms for General Committee and Annual General Meetings and sends to Secretariat for preparation and distribution.

Branch Delegate (State Branch representative on the National Council)

- Attends "virtual" National Council Meetings, a mid-year face-to-face meeting, and the National AGM;
- Reports to State committee members on NC matters.

Professional Development Co-ordinator

- Oversees PD program in conjunction with National PD coordinator;
- Develops calendar of events;
- Liaises with potential speakers and venues for PD events;
- Drafts budgets for events and content for notices;
- Arranges AV and catering for events;
- Drafts eFlash and Event Requests using Cognito forms and send to Secretariat for preparation and distribution of announcements;
- Liaises with treasurer and marketing officer regarding finances and publicity for events;
- Arranges any post-event reports or evaluations.

Membership Liaison Officer

- Welcome new members to the branch;
- Be the initial point of contact for branch member queries.

Committee Members

- Attend monthly meetings, participate in the discussion and vote on motions;
- Take on projects and act as co-ordinators;
- Represent Branch Membership on External Committees
- Represent Branch Membership on National Council (acting as Principal Delegate);
- Learn the ropes from experienced members;
- Promote membership;
- Work with and supports the committee.

Committee members can volunteer to act as co-ordinators or work with others to co-ordinate the following ongoing Projects for the branch:

1. Networking Sessions
2. Professional Development workshops
3. Newsletter/update the branch section of the website
4. Other