

# The Osteogenesis Imperfecta Society of Australia

2017

## Annual General Meeting Announcement

Hello OI Society Members

Just to let you know that the Annual General Meeting of the OI Society of Australia is scheduled for 26<sup>th</sup> of November 2017.

The society will be looking to fill a number of roles for the coming year.

If you're interested, please email me at [secretary@oisociety.org.au](mailto:secretary@oisociety.org.au) - we'd love to have you on board.

Regards  
Julie Haraksin  
Secretary  
OI Society of Australia

### ***2018 Board Roles - Your Society Needs You!***

To ensure our wonderful Society continues to grow and prosper, we are looking for members from within the OI Society of Australia (the Society) community who are interested in filling various roles on the Board of Directors (the Board) next year.

Our Board meets on a monthly basis, via Skype, and on a non-conference year we usually try to get together over a weekend in person in one of the major capital cities, at the cost to the Society.

We've been blessed with outstanding volunteers over many years, and we all need to ensure that continues. The Board is made up of a great bunch of supportive and enthusiastic people and we'd love to welcome you on board.

All of the Board positions are listed below, a full Board consists of 12 members. We declare each position open at the AGM for election. You will note there are a few new positions. The new roles have been created to spread the load and ensure that none of the roles are excessively demanding. However, they are all critical for the Society to function well and for all our members to be supported and for new members to connect with us.

If you're interested in helping out by taking on any of the roles or would like to discuss it further, please contact me.

<b>President</b>	<ul style="list-style-type: none"><li>• Provide leadership and vision to the Society and work with the Board to develop and implement a forward looking plan</li><li>• Chair the monthly Society meetings over Skype.</li><li>• Represent the Society at any formal meetings and in relevant correspondence.</li><li>• Represent the Society with external parties</li></ul>
<b>Vice-President</b>	<ul style="list-style-type: none"><li>• Deputise for the President as required</li><li>• Assist with incoming queries to the Society.</li><li>• Assist the President as required</li></ul>
<b>Secretary</b>	<ul style="list-style-type: none"><li>• Prepare the monthly meeting's agenda and write the minutes.</li><li>• Collate and monitor correspondence to the Society.</li></ul>

	<ul style="list-style-type: none"> <li>• Manage written communications of the Society.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Manage and coordinate the Society's financials.</li> <li>• Report the Society's financial position monthly and prepare a financial report for the AGM.</li> <li>• Provide advice to the Society and its Board on the ACNC financial and legal requirements.</li> <li>• Monitor the membership fees and donations.</li> <li>• Manage audit engagement and actions</li> </ul>
<b>Membership Officer</b>	<ul style="list-style-type: none"> <li>• Welcome potential and new members and monitor membership list.</li> <li>• Monitor the Society's social media to discretely encourage new membership.</li> <li>• Consider ways to promote the Society to encourage membership development.</li> <li>• Monitor membership renewals and encourage all members to renew</li> <li>• Report monthly to the Board on membership numbers and issues.</li> </ul>
<b>Webmaster</b>	<ul style="list-style-type: none"> <li>• Maintain the website content and liaise with Board members to keep the website current.</li> <li>• Apply website updates as required</li> <li>• Liaise with web-hosting and developers as required</li> </ul>
<b>Conference Coordinator (*new position)</b>	<ul style="list-style-type: none"> <li>• Co-ordinate the Biennial Conference.</li> <li>• Work with local membership to foster local participation and volunteers.</li> <li>• Liaise with stakeholders to develop sponsorship participation and involvement.</li> </ul>
<b>Newsletter Editor (*new position)</b>	<ul style="list-style-type: none"> <li>• Co-ordinate Board information and relevant OI information research and community developments for inclusion in the newsletter</li> <li>• Prepare the Society's newsletter using MailChimp for email distribution.</li> <li>• Liaise with relevant stakeholders to develop participation and involvement in the newsletter content.</li> </ul>
<b>Board Members (4)</b>	<ul style="list-style-type: none"> <li>• Attend Board meetings as often as possible.</li> <li>• Provide advice during and outside to the Board as relevant.</li> </ul>