

## **OI Society of Australia Board Positions (2018)**

The **OI Society of Australia** was formed in 1977 by parents and friends of those with OI and is a voluntary organisation with no paid staff or Government funding.

The Society is registered as an Australian Public Company limited by Guarantee, and is also registered as a charity with the Australian Charities and Not-for-Profits Commission (ACNC). There a Board of at least six persons and no more than 12, including the Executive positions of the President, Vice President, Treasurer and Secretary and the other elected positions are known as Board of Directors of whom are elected at the annual AGM. This group manages the business affairs of the Society voluntarily.

The Society has been most fortunate over 41 years with the outstanding dedication of its Board members and particularly in the strong leadership shown by its eight past presidents in pursuing the Society's aims.

Since the Society's inception, the OI Society of Australia's board has been composed almost entirely of Parents and relatives of children with OI, Adults with OI and friends of people with OI.

The current board positions are noted below along with the associated responsibilities.

<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> <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 the 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 &amp; encourage all members to renew</li> <li>• Report monthly to the Board on membership numbers and issues.</li> </ul>

<p><b>Webmaster</b></p>	<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>
<p><b>Conference Coordinator (*new position)</b></p>	<ul style="list-style-type: none"> <li>• Coordinate the Biennial Conference</li> <li>• Report monthly to the wider board on plans &amp; progress in a conference year.</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>
<p><b>Newsletter Editor (*new position)</b></p>	<ul style="list-style-type: none"> <li>• Coordinate 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>
<p><b>Board Members (4)</b></p>	<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>