



**AUSTRALIAN BRAVERY ASSOCIATION
NATIONAL EXECUTIVE INCORPORATED
Associations Incorporation Regulations ACT**

**THE NATIONAL EXECUTIVE COMMITTEE
A Guide for Elected Members & Ex-Officio Appointees**

Authorised version as at 17th October 2023

Document Review: The National Secretary will conduct an annual review of this document. The National Secretary will recommend any changes to the National President for consideration, following which the revised version will be distributed to all elected members and ex-officio appointees forming the National Executive Committee.

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RECORD OF AMENDMENTS

Amendment number	Paragraph(s)/ Annex(es)	Amendment	Effective date
01	Record of Amendments	Page 3 – Record of Amendments - NEW	17 th October 2023
	List of Annexes	Annexes B, C & D - UPDATED	17 th October 2023
	Annex B	National Membership Secretary – Roles and Responsibilities - NEW	17 th October 2023
	Annex C	National Treasurer – Roles and Responsibilities - NEW	17 th October 2023
	Annex D	National Secretary – Roles and Responsibilities - NEW	17 th October 2023

1. Purpose

The primary purpose of this document is to provide all elected members and ex-officio appointees, to the Australian Bravery Association's (ABA) National Executive Committee (NX), with a guide to assist them in fulfilling their respective role and related responsibilities.

2. Role of the National Executive Committee

As either elected members or ex-officio appointees to the NX, we are privileged to have been entrusted, by the wider ABA membership, to the body that is responsible for the effective and efficient direction, management and administration of the majority of the ABA's business. To use a maritime analogy, the NX acts as both the 'bridge' and 'engine room' of our Association.

3. Essential Ingredient for Success

The success of the NX stands or falls solely on the timely, active and sustained engagement of its elected members and ex-officio appointees.

4. Essential Reference Document

All elected members and ex-officio appointees to the NX must make themselves familiar with the rules governing the NX's operation, which can be found in [The Rules of the Australian Bravery Association](#), Part B -Membership (including voting rights) and Part C – National Executive.

5. NX Meetings

- a. **Routine Meetings.** Elected members and ex-officio appointees are strongly encouraged to make themselves available for all regular, routine NX meetings. These meetings are currently held on six occasions during a calendar year. Apart from the meeting held at the conclusion of the Annual General Meeting (AGM), NX meetings are held on a Monday commencing at 7.30pm (AEST/AEDT) for a maximum of two hours' duration, using the Zoom Conferencing facility.
- b. **Annual Calendar of NX Meetings.** The NX routinely meets on six occasions, as follows:
 - i. Mid-January: single agenda item to finalise arrangements for that year's National Conference in February.
 - ii. 2nd Saturday in February: short meeting following conclusion of the AGM.
 - iii. Late March/early April (dependent on Easter Weekend dates).

- iv. Mid-June.
- v. Mid-September: includes finalising key events for the next National Conference to enable timely communication of details to all ABA members.
- vi. 1st Monday in December

c. **Agenda**

- i. No later than ten days prior to a routine meeting (other than the meeting immediately following the AGM), a draft agenda is provided by the National Secretary to the National President for the latter's review and endorsement. The National Secretary will distribute the Calling Notice (including the approved agenda) no later than seven days prior to a routine meeting (other than the meeting immediately following the AGM).
 - ii. Fixed agenda items are deliberately kept to the minimum and include: Minutes and actions arising from the preceding NX meeting; Treasurer's Report; Date of next meeting; and General Business.
 - iii. Any elected member or ex-officio appointee is strongly encouraged to submit agenda items in writing, to the National Secretary and which, if received by the submission deadline (included in the Minutes of the preceding meeting), will be included in the draft agenda for the National President's consideration. The individual sponsoring such an agenda item is responsible for ensuring that all associated documentation is provided to all elected members and ex-officio appointees to provide them with sufficient time to review the information prior to discussion at the NX meeting. The National Secretary will advise the individual submitting an agenda item for consideration, should it not be approved by the National President for inclusion.
 - iv. Although items may be raised under General Business during an NX meeting, all elected members and ex-officio appointees are very strongly encouraged to limit these to minor administrative/for awareness matters that do not require detailed consideration, as it is unlikely that NX members would have had sufficient time to consider any detailed proposals or motions. It is highly likely that any substantive matters would require to be postponed until the following NX meeting.
- d. **Absences.** Following receipt of the approved Calling Notice, elected members and ex-officio appointees are asked to advise the National Secretary should they be unable to attend the scheduled NX meeting.

6. **Business conducted out-of-committee.** There are always occasions when there is the requirement for NX business to be conducted outside of a scheduled meeting. Examples include: proposals for expenditure or the gifting of ABA assets or merchandise (which require approval by several elected members); issues which require decision/resolution/consideration before the next NX meeting. The expectation is that all elected members and ex-officio appointees will actively engage in/contribute to out-of-committee business in a timely manner.
7. **Communication of NX Business.** All elected members and ex-officio appointees are provided with an ABA Gmail address specific to their appointment. Unless otherwise advised by the individual, this ABA Gmail address will be used for all NX business and communication.
8. **Conclusion.** Elected members and ex-officio appointees have been entrusted, by the ABA's members, to effectively and efficiently direct, manage and administer the majority of the ABA's business. It is acknowledged that fulfilling this responsibility makes additional demands on individuals' time and energy; a commitment that is genuinely appreciated by our Association's members.

Annex:

- A. State/Territory President – Roles and Responsibilities
- B. National Membership Secretary – Roles and Responsibilities
- C. National Treasurer – Roles and Responsibilities
- D. National Secretary – Roles and Responsibilities

STATE/TERRITORY PRESIDENT – ROLES AND RESPONSIBILITIES

Primary Role: Within their respective geographical area, each State/Territory President is the ABA's elected officer responsible for establishing and enhancing the ABA's profile, as well its reputation. This responsibility may include, but is not limited to, the following tasks: local ABA events; public speaking engagements; media opportunities; attendance at Investiture Ceremonies; active engagement in the conduct of business (both at meetings and out-of-committee) as a member of the National Executive (NX); ABA Strategic development; maintenance of financial records (for State/Territory-based events and fund-raising initiatives) in support of the National Treasurer.

Summary of Responsibilities. Each State/Territory President is responsible for the following tasks/activities:

- ◆ Liaison and support of bravery award recipients, their families and carers, including maintaining vigilance in identifying recipients who may need extra support or follow-up calls
- ◆ Maintenance of investiture records for invitations to prospective members
- ◆ Member recruitment and support
- ◆ Promote and facilitate membership applications in support of the National Membership Secretary
- ◆ Creation and maintenance of accurate financial records (for State/Territory-based events and fund-raising initiatives) and their submission for audit, as required by the National Treasurer
- ◆ Access and establish business relationships with local council, State/Territory and appropriate Federal government representatives to gain assistance with supporting local ABA events and initiatives
- ◆ Creation and presentation of regional activity reports on request from the NX
- ◆ Compile reports on the local ABA activities and initiatives, to include regular articles for publication on the ABA Newsletter
- ◆ Identify press releases and promotional opportunities associated with bravery and rescue events and, where appropriate, encourage the submission of recommendations for National awards
- ◆ Support the NX in matters of strategic development, members support and fundraising.
- ◆ Assist with the organisation and support of other ABA activities and events
- ◆ Respond to emails and phone calls about the ABA in a timely, friendly and efficient manner
- ◆ Involvement in all clerical aspects of the role
- ◆ Assist with telephone duties related to the role
- ◆ Undertake other duties as requested by the NX

NATIONAL MEMBERSHIP SECRETARY – ROLES AND RESPONSIBILITIES

Primary Role: The National Membership Secretary provides advice and support to the National Executive on all matters pertaining to the ABA membership and provides advice to prospective members on the membership application process. As a member of the National Executive (NX); provide maintenance of accurate financial records in support of the National Treasurer.

Summary of Responsibilities: The National Membership Secretary is responsible for the following tasks/activities:

- ◆ Receive, vet and process membership applications, including sending out a welcome pack
- ◆ Send out renewal reminders to un-financial members 4 times a year
- ◆ Send out renewal letters with receipts to renewing members
- ◆ Maintain an up-to-date electronic database of all members past and present
- ◆ Maintain accurate financial records promptly receipting any monies received
- ◆ Provide financial reports of any income and expenditure to the Treasurer
- ◆ Maintain a spreadsheet of expenses, consumables, and outgoing correspondence
- ◆ Maintain accurate deposit books and receipt books for inspection by the Treasurer and Auditor
- ◆ Maintain master hardcopy files of members including, applications, renewals, citation, correspondence etc.
- ◆ Liaise with Government House regarding Bravery Lists and send out ABA introductory letter and application form to recipients, twice a year
- ◆ Provide an up-to-date list of members that require hardcopy Newsletters for mail out before each Newsletter is printed
- ◆ Provide State/Territory Presidents their member contact details four times a year
- ◆ Send out member group emails for NX as required
- ◆ Respond to member queries by phone, email or post
- ◆ Ability to contribute to the functioning and strategic development of the ABA
- ◆ Work within the guidelines of the ABA Constitution.

Requirements:

- ◆ High level communication, organizational skills and interpersonal skills
- ◆ Medium level computer skills with ability to use Email, Microsoft Word and Excel

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- ◆ Access to a reliable phone and computer
- ◆ Financial record management skills

NATIONAL TREASURER – ROLES AND RESPONSIBILITIES

Primary Role: The National Treasurer is the chief financial officer, responsible for the management and disbursement of Australian Bravery Association funds, including financial reporting and record keeping. The National Treasurer must oversee the collection of monies owing to the Association and make payments authorised by the Association, keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

Summary of Responsibilities: The National Treasurer is responsible for the following tasks/activities:

- ◆ Maintain accurate accounts and books
- ◆ Check bank statements monthly
- ◆ Perform prompt account paying and receipting and depositing of any monies received
- ◆ Prepare a national financial report for presentation at the AGM
- ◆ Participate in NX meetings and provide a verbal report of funds held in all accounts
- ◆ Maintain files of bank statements, invoices, payments and other financial documents
- ◆ Verify merchandise payments and pass on merchandise requests to Merchandise Officer
- ◆ Liaise with and support State/Territory Presidents using their access to ABA accounts for deposits
- ◆ Keep a record of any Treasurer's expenses and arrange for another NX member to reimburse
- ◆ Liaise with honorary auditor to perform annual audit of ABA National finances
- ◆ Contribute to the functioning and strategic development of the ABA
- ◆ Assist where possible at ABA events
- ◆ Work within the guidelines of the ABA Constitution

Requirements:

- ◆ High level communication, organizational skills and interpersonal skills
- ◆ Medium level computer skills with ability to use Email, Microsoft Word and Excel
- ◆ Access to a reliable phone and computer
- ◆ Financial record management skills

NATIONAL SECRETARY – ROLES AND RESPONSIBILITIES

Primary Role: The National Secretary must keep minutes of all elections and appointments of office-bearers and record all proceedings at NX meetings and the Annual General Meeting (AGM).

Summary of Responsibilities: The National Secretary is responsible for the following tasks/activities:

- ◆ Prepare the agenda and keep minutes for NX meetings and the AGM
- ◆ Organise set-up arrangements for the AGM
- ◆ Send adequate notice of all meetings
- ◆ Receive nominations for NX positions for the AGM
- ◆ Receive proxy votes from eligible members unable to attend the AGM
- ◆ Prepare and present Secretary's report at the AGM
- ◆ Record and distribute minutes of meetings to the NX
- ◆ Prepare and submit annual report to ACNC
- ◆ Reply to or redirect any correspondence, and maintain files of all correspondence
- ◆ Contribute to the functioning and strategic development of the ABA
- ◆ Work within the guidelines of the ABA Constitution

Requirements:

- ◆ High level communication, organizational skills and interpersonal skills
- ◆ Medium level computer skills with ability to use Email, Microsoft Word and Excel
- ◆ Access to a reliable phone and computer