



NSW Region

Roles and Responsibilities



Index

Overview	3
Executive Committee.....	4
President.....	4
Vice President.....	4
Secretary.....	4
Treasurer.....	5
General Committee.....	6
Committee member 1 - Assets Coordination.....	6
Committee Member 2 - Event Coordination.....	6
Committee Member 3 - Animal Health and Wellbeing.....	7
Committee Member 4 - Web site and Facebook page.....	7
Committee Member 5 - Regional Newsletter and General Support.....	7
Committee Member 6 - Commercialisation and Industry Liaison.....	8
Committee Member 7 - General Support.....	9
Zone Representatives Role.....	9
Portfolios shared by all committee members - Education and Marketing.....	9
Non committee roles.....	10
Newsletter Editor.....	10
Show Convenor.....	10
Display or other event Coordinator.....	11
Asset Caretaker.....	11
Other.....	11

Overview

The primary role of the AAA NSW Regional Committee is governance, management and overseeing of the Regions assets, finances and AAA activities in the region. Its role also includes the functions outlined in sections 50 and 51 of the AAAL Regulations.

Whilst certain functions and responsibilities of the regional committee are embedded in the AAA regulations pertaining to regional committees, there is also a degree of flexibility in what portfolios and roles may exist in the region and the scope of their responsibilities. Whilst most roles and portfolios would be led and performed by the identified committee holders, there are also some roles that would be performed by anyone within the broader membership (e.g. show convenor) or can be performed by either a committee member or the general membership (e.g. newsletter editor).

The scope and identification of specific roles and portfolios in the NSW Region, in addition to those specified by the AAAL regulations (the executive), are determined by the NSW Regional Committee. These roles and portfolios can be altered and reviewed by the committee pending on identified need, potential value to NSW members and the alpaca industry overall, current focus and to reflect both the NSW Region and AAAL at a National level in their strategic directions.

The NSW Region Committee will consist of 10 members, including an executive with President, Vice President and Secretary. The NSW Regions finances will be governed in partnership between the AAAL Treasurer, AAAL office staff and NSW Region Committee.

Every effort is to be made to maintain equitable representation from each of the 5 informal zones in the NSW Region - those being SCH, Southern, CWR, HBM and Northern. The President of the NSW Region and or their delegate will attend council meetings plus 2 other representatives from the NSW regional Committee.

Executive Committee

President

- Represent the region at Council and Presidents Meetings
- Chair regional and Committee Meetings
- Coordinate, lead and facilitate the roles of the regional committee
- Communicate to members in the regional newsletter
- Communicate to members via email
- Disseminate information to the regions committee and members from AAAL Council and Presidents Meetings and AAAL communications
- Ensure required governance procedures are implemented
- Liaise and consult with Treasurer on behalf of the NSW region committee as required
- Request in writing to the National Treasurer and AAAL office staff for financial reports 7 days prior to ARM and ORM's and as required for committee meetings
- Co- signatory to NSW Region bank accounts

Vice President

- Facilitate development, implementation and review of regional strategic and business plan
- When the President is unavailable chair regional meetings and attend Council and Presidents meetings
- Support to the President as determined with the President
- Ensure a regional role and responsibility document is in place and reviewed and updated as required
- Lead "one off" projects as identified and determined by the regional committee that do not sit within specific portfolios
- General Support as required for the Secretary
- Provide written and verbal reports on activities being undertaken for regional communications and regional meetings

Secretary

- Coordination of Regional and Committee Meetings in consultation with the President
- Prepare agendas for all regional and committee meetings
- Send out notice and agendas for meetings
- Take minutes at regional and committee meetings and record attendance and distribute minutes after consultation with President
- Action all correspondence and enquiries or redirect to other committee members/portfolios where specific and appropriate to that portfolio
- Maintain regional members list and committee contacts

- Ensure records management is in place and maintained for the above regional Secretarial activities

Treasurer

- The National AAAL Treasurer performs the task of Treasurer for the NSW Region but is not a direct member of the NSW Committee
- AAAL office finance staff member to perform financial transactions and record keeping for the NSW region
- AAAL office finance staff to prepare BAS statements for NSW region in consultation with Treasurer
- AAAL office finance staff to coordinate and maintain insurance and registration requirements in consultation with NSW region Asset Coordinator
- NSW Region committee to analyse, review and endorse or decline all proposals and claims for any financial expenditure, with a minimum of 6 committee members in favour of the expenditure for the expenditure to occur
- NSW Region committee to liaise, inform and consult with Treasurer on all budget plans for NSW region
- NSW Region committee to keep and update annual records of planned financial commitments
- Respective specific portfolio committee members to advise Convenors and Coordinators of events and activities of outcome of budget proposals. Any budget proposals that do not fall within specific portfolios to be communicated via the regions Secretary or one of the committee roles providing Secretarial support.

General Committee Portfolios

Assets Coordinator

- Coordinate the movement, maintenance and purchasing of regional assets
- Keep and maintain records of all the regions assets; inclusive of equipment movements, location equipment is stored, contact details for members caretaking equipment, serial number/regio number of equipment, brief description of item, cost of item. (Note: legacy records from previous 5 regions did not all have all of this information)
- Oversee keeping of log records by asset caretakers and collate relevant information for regional records and reporting
- Coordinate and liaise with equipment caretakers and AAAL office staff to ensure trailer registrations and equipment insurances are current and in place
- Coordinate and liaise with equipment caretakers regarding the maintenance, inspections where relevant and movement of the regions equipment
- Receive, review and provide feedback on proposals from members for equipment purchases
- Ensure equipment purchase proposals have complete required information before being tabled to the full committee
- Develop, update and ensure implementation of forms associated to regional assets
- Lead, develop, coordinate and maintain guidelines and procedures for the hiring of regional assets in consultation with all committee
- Provide written and verbal reports as appropriate for regional communications and meetings

Event Coordinator

- Develop and maintain NSW Region annual events calendar
- Ensure updates to the events calendar are communicated to members via the regions newsletter, web site and email updates, AAAL office for national web site updates.
- Provide written and verbal reports for the regions meetings and communications regarding educational opportunities and other events
- Liaise and work in partnership as required with other portfolio areas on specific event and educational activities specific to those portfolios
- Receive, analyse and provide feedback to members on event and educational proposals (not otherwise coordinated by other portfolios)
- Lead the establishment, maintenance and review and updating of guidelines, procedures and forms for AAA NSW Region event and educational activities
- Ensure event proposals and corresponding budgets, where relevant, are complete prior to being tabled to the NSW Region committee
- Keep records of event and educational proposals and committee response

- Receive post event reports from event Coordinators/Convenors and table to full NSW committee

Health and Welfare Liaison Officer

- Inform the committee of any known animal health and welfare issues occurring in the region
- Prepare communications to members where appropriate regarding animal health and welfare issues and updates and information through health related articles
- Provide written and verbal reports to regional meetings and in regional communications
- Disseminate information to members and committee on legislative changes in relation to biosecurity and animal health and welfare in NSW and nationally as appropriate
- Liaise and consult with national AAAL reference panels on health, welfare and biosecurity issues as required, on behalf of NSW Region
- Receive, analyse and provide feedback to members putting forward proposals for activities relating to animal health and welfare
- Ensure any proposals relating to animal health and welfare are complete prior to being tabled to the NSW region committee

Website and Facebook Page Editor

- Maintain Regional web site for online visitors
- Update Regional web site as required with relevant information supplied by committee members and members of the region - events, advertising, member directory, news, quarterly newsletter, member forms, articles and pictures and any other information as agreed by the regional committee
- Consult with committee re any requests made that do not fit with the routine use or guidelines for the web site
- Maintain NSW Region Facebook page
- Post updates on events and other activities occurring in NSW Region and within the Alpaca industry generally, along with articles of interest on alpacas and the NSW Region for members and public visitors.
- Consult with committee re any requests for posting that do not meet the Facebook page guidelines
- Respond to any queries made about posts on the NSW Region Facebook page

Regional Newsletter and General Support

- Liaise and consult with Newsletter Editor as required re content for Regional Newsletter
- Support Newsletter Editor as required in the development of quarterly regional Newsletters

- Act as the communication conduit between the committee and Newsletter Editor
- Table to the committee any concerns raised by the Newsletter Editor about content submitted for the Newsletter that does not meet Newsletter Guidelines
- Provide the Regional Web Site Editor, Secretary and President as relevant with any information that requires updates regarding the Newsletter, that needs to be communicated to members.
- Provide Support to the Regional Secretary as required
- General committee support as identified

Commercialisation and Industry Liaison

- Develop and or source informative articles and information sheets for the Regional Newsletter that supports and assists members with commercial alpaca related activities.
- Consult with NSW members to assist in identifying educational and information needs.
- Facilitate the coordination of educational opportunities for members to increase their knowledge, skill and networks in order to optimise the potential for a return on their fibre.
- Facilitate the coordination of educational workshops that support the establishment of commercial businesses (e.g. business planning, marketing, how to utilise social media and the internet for marketing).
- Seek out suitable speakers for educational workshops and submit budgets to engage recommended speakers for proposed educational workshops, where assistance in these types of workshops are requested by the NSW regional members.
- In consultation with the Web Editor, develop and maintain a resource page for the NSW Region members to provide guidance on business development.
- Investigate and establish where appropriate strategic alliances, potential memberships and partnerships with industry related bodies that are to the benefit of the NSW Region and its members.
- Investigate potential funding opportunities that may be available from industry related bodies to support and enhance NSW Region in its member services and promotion of the AAA NSW Region and alpacas.

General Support

- General committee support as required
- Specific projects as identified and agreed to

Zone Representatives

- Each of the zone representatives on the committee for the 5 zones in the region will make representations on behalf of members (individuals or groups) to the committee at the written request of members

Marketing and Education

- Each of the committee portfolios and roles will be involved in and responsible for varying aspects of marketing and education
- Marketing and education is a shared responsibility between all roles on the NSW Region Committee

Non Committee Roles

Newsletter Editor

- The Newsletter Editor can be a part of the NSW Region committee or a non committee member, ideally non committee
- The Newsletter Editor has overall responsibility to develop and publish a N.S.W. Region quarterly newsletter using a format endorsed by the committee
- The newsletter Editor will accept and seek out articles from the membership for inclusion in the newsletter
- The newsletter Editor will also accept and include articles and information for inclusion in the magazine at the request of the committee
- Coordinate advertising for the newsletter and inclusion in the newsletter
- When the Editor is not on the committee, they will liaise and consult with the committee member responsible for the newsletter on an as needed basis, this may include any requests and suggestions regarding the newsletter from the Editor or membership to the committee, any potentially contentious articles or other matters relating to the newsletter and or that do not meet newsletter guidelines
- The Editor will approach the committee member holding the newsletter portfolio if the Editor requires any support in developing and publishing the newsletter

Show Convenor

- The Show Convenor role is responsible to ensure that an event proposal form is submitted to the committee member holding the events portfolio. The event proposal will include a detailed budget which includes transportation costs of any NSW region or other regions assets and completed risk assessment of the venue and planned set up, the proposal will address the requirements of the AAA event guidelines
- The Show Convenor ensures the completion of and signs off on the assets request form for use of any regional assets at the show and ensures the form is submitted to the committee holding the assets portfolio

- The Show Convenor submits a report to the committee after the show which includes detail of the expenditure and income.
- Perform all the responsibilities as outlined in the Show Convenor section of the AAA Showing and Judging manual

Display, educational workshops and other event Coordinators

- The Coordinator is to ensure that there are sufficient volunteers to organise and stage the event prior to submitting an event proposal and that the event being proposed is of benefit to the NSW Region and its members and or the AAA and alpaca industry generally
- The Coordinator is responsible to ensure that an event proposal form is submitted to the committee member holding the event portfolio. The proposal will include a detailed budget (if applicable) which includes transportation costs of any NSW region or other regions assets and completed risk assessment of the venue and planned set up, the proposal will address the requirements of the AAA event guidelines
- The Coordinator ensures the completion of and signs off on the assets request form for use of any regional assets at the event and ensures it is submitted to the NSW Region Assets Coordinator
- The Coordinator submits a report to the committee after the event which includes detail of any expenditure and income.
- The Coordinator will prepare a communication to be sent to all NSW Region members inviting participation in the event and submit this to the Regions Secretary for circulation to members. The Secretary will pass the information on to the IT Coordinators for posting where applicable. The Coordinator and their organising group must not commit any funding for the event without endorsement of the event proposal and its budget by the NSW Region committee

Asset Caretaker

- The Asset Caretakers primary role is to store equipment, agreed to by the Caretaker, that belongs to the AAAL and under the governance of the NSW Region
- The Asset Caretaker will not use, arrange movement of or loan out the assets without agreement from the NSW Region Assets Coordinator
- The Asset Caretaker is to inform the Asset Coordinator of any damage, loss or maintenance requirements of the assets
- The Asset Caretaker performs an inspection of assets being returned after use
- The Asset Caretaker informs the Asset Coordinator if they are no longer able to store the assets or if they cease to be a member of NSW Region

Other Roles

- NSW Region members are encouraged and invited to put forward proposals that enhance the activities of the NSW Region and perform agreed roles other than outlined above, on behalf of the Region as endorsed by the NSW Region committee
- The NSW Region committee may create long term or short term roles for specific projects and activities within the NSW Region and would invite expressions of interest from the NSW membership to perform these roles; additionally, the NSW Region Committee, at the request of the AAAL Board, may periodically invite expressions of interest from the NSW membership for projects being facilitated at a national level.