

Branch Committee of IPWEA SA – Responsibilities and Expectations

Branch Committee members must exercise their powers and discharge their duties with the care and diligence of a 'reasonable person' in their position. This means they are expected to do what they'd expect anyone else to do in their place – pay attention, put in the work, read papers carefully, ask about anything they don't understand or anything that seems out of place.

Branch members have obligations or 'duties' that are essentially a common-sense approach to good governance and include the following:

1. Participate

The expectation is that members of the IPWEA Branch will participate in and contribute to its running in the following ways:

Meetings: All branch's must hold meetings to meet the requirements of their organisation's constitution. The expectation is that Branch members attend as many meetings as possible whether in person or via electronic means, and to seek a leave of absence if they are unable to attend for a protracted period. Where Branch members are also members of a sub-committee, it is similarly expected that they will attend meetings whether in person or via electronic means.

It is expected that prior to nomination, Branch members will negotiate with their employers for approval to participate in the Branch's meetings and activities. Members are to aim for 80% attendance at Branch meetings, unless extended leave of absence is granted. Should this commitment prove to be impossible to fulfil, Branch members are encouraged to reassess their membership of the board.

Meet any commitments: When Branch members commit to undertake any action, it is their responsibility to complete that action within agreed timeframes.

Be responsive: Where the input of Branch members is sought via phone or email, it is expected that wherever possible a timely response will be provided within the requisite timeframe.

Attend: To help connect with members and thus inform their Branch role, its members are expected to attend as many IPWEA SA events and functions as they can reasonably manage.

Promote: It is anticipated that members of the Branch will assist in promoting IPWEA SA within and without their organisations wherever possible. Advocate: Branch members are the primary link between the organisation and the broader community. They should seek opportunities to advance the cause of IPWEA SA. The Branch represents the interests of IPWEA SA to the wider community and should filter back the views of stakeholders.

2. Strategic vision and objectives

Within the parameters of its constitution, the Branch's role is to:

1. Define the constituency of IPWEA SA
2. Describe its mission
3. Determine long term goals

That is, it needs to develop, monitor and assist in the implementation of a strategic State Plan. Strategic planning enables groups to think through and document what they are doing and for whom, and why they are doing it. The process encourages review of past directions and strategies, to see if they are still relevant or could be improved upon. Once formulated, a State Plan should be reviewed annually. From the State Plan is derived the annual Operational Plan, with specific targets for each sub-committee of the Branch Committee.

3. Budget

The budget translates the Branch's program into a financial plan for the coming 12 months. The Branch contribute to development of the annual budget and needs to be involved on any items of expenditure outside the approved budget. Branch members need to have a broad understanding of the programs and priorities of IPWEA SA as an essential part of their duty of care since this knowledge provides a sound basis for financial decision making. It also allows the Branch to decide whether the figures on the budget page accurately represent the programs they wish to implement in the following year. All Branch members need to be committed to the budget and their role in achieving it.

4. Executive

Members elected to the Executive of IPWEA SA by the Branch Committee, are expected to commit commensurate levels of time and energy in order to undertake their respective functions as Chair, Vice Chair and Secretary. Their responsibilities are defined within the constitution and include making decisions, providing approvals and where appropriate, working with the State Manager to ensure the effective running of the association between meetings of the Branch Committee.

5. State Manager

The Branch delegates to the State Manager responsibility for the day-to-day operations of IPWEA SA within the parameters of the Delegations Policy. It is the Branch's responsibility in conjunction with the national CEO to monitor the performance of the State Manager. The State Manager's duties and responsibilities are defined within a position description with KPIs set and measured annually. They are appointed by and report to the national CEO and liaise closely with the Chair, Vice Chair and the Executive Branch members.