



# **VIETNAM VETERANS ASSOCIATION OF AUSTRALIA**

## **VICTORIAN BRANCH (INCORPORATED)**

### **ADMINISTRATION INSTRUCTION NUMBER 20**

#### **DELEGATE RESPONSIBILITIES (STATE AND SUB-BRANCH)**

##### **Introduction**

1. The purpose of this AI is to provide advice of the State and Sub-Branch duties and responsibilities when acting as a delegate of the State Executive.
2. The State Branch is involved with a wide range of ex-service organisations, Government departments and community organisations. The volume and complexity of this involvement requires that specific delegate responsibilities be assigned to individuals, a State Executive member or co-opted member best suited to represent the Association.
3. Each year, immediately following the AGM, a listing of all the State Branch appointments including an updated list of delegates is amended to reflect any new appointments to the State Executive.
4. Sub-Branches may wish to use this AI as a basis for delegates at the Sub-Branch level.

##### **Detail**

5. A delegate has the responsibility to attend each scheduled meeting regarding the assigned appointment. If a delegate is unable to attend every effort is to be made to find a substitute to attend and offer the delegate's apologies.
6. The delegate or his substitute must take notes during the meeting on any matter which may affect or be of interest to the Association relating to organisation, administration, training, welfare or specifically the individual veteran. It is these notes that are to form the basis of a formal report which will complement the official minutes of the meeting when issued.
7. The format for any such report is as follows:  
  
A heading that reflects the specific meeting, for example:  
  
"KOC Meeting - ANZAC House 10<sup>th</sup> March 2006 - Delegate Report."
  - Who attended the meeting.
  - Matters discussed at the meeting.
  - Any resolutions of the Committee.
  - Any actions required to be taken by the Association.
  - The date/time and place for the next meeting.
8. A copy of the agenda should also be attached to the report.

**Amended as Authorised by State Council 7<sup>th</sup> August 2010**

9. A copy of this report is to be forwarded to the State Office as soon as possible for consideration of any urgent matters and routine matters can be raised at the next State Executive meeting.
10. The delegate should not wait for the minutes of the meeting to be issued, as this delay is sometimes quite considerable. Whenever a confidential or sensitive matter is involved, the State President is to be informed by telephone and the matter is not to be included in the delegate's written report.
11. A delegate may be required to provide a verbal report to a State Council Meeting and is responsible for providing an informative and accurate report of the meeting.

### **Conclusion**

12. Delegates have the responsibility to attend scheduled meetings on behalf of the State Branch.
13. It is important that the delegate drafts an accurate written report as it is on the basis of the report that the Association will take the necessary administrative or other action. It is also important as often the official minutes often take time to be published and may not reflect matters as extensively as the Association needs to make an informed decision on a related matter.