



BRANCH ROLES AND RESPONSIBILITIES

1. NAME

- 1.1. The name of the Branch shall be the Records and Information Management Professionals Australasia_____Branch.

2. POWERS AND DUTIES

- 2.1. A Branch shall without prejudice to any rights conferred on it by the Constitution (subject always to the control of the Board), have the following powers, duties and discretions within the limits of its own Branch.

2.1.1. Any Branch of the Company, which does not comply with the By-laws, and Constitution of Records and Information Management Professionals Australasia shall be subject all Clauses within the Constitution.

2.1.2. No Branch may commit the Records and Information Management Professionals Australasia contractually and or financially without the prior approval of the General Manager

2.1.3. The General Manager, on approval from the Board, may for the purpose of administration assume the roles and responsibilities, or part thereof, of any Branch.

2.1.4. The Branch is to provide monthly reports and copies of Branch minutes to the General Manager.

- 2.2. A Branch, in conjunction with the Branch Liaison Officer, should provide the following services annually as a **minimum** to their members:

2.2.1. One (1) Seminar/Workshop

2.2.2. Four (4) member functions

2.2.3. Six (6) branch communications

2.2.4. IAM Activity

2.2.5. Six (6) Branch Council Meetings

These are to be in accordance with the Guidelines for Branch Events and budget considerations.

- 2.3. A Branch, with approval from the General Manager may from time to time establish chapters and/or special interest groups of its Branch at any place in the jurisdiction in which such Branch is established provided such chapters and special interest



groups are governed by rules approved by the General Manager. It may appoint from time to time convenors to establish chapters or special interest groups or agents to carry on the business of the Company and it may from time to time revoke the appointment of such convenors or agents or close down such chapter or special interest groups.

- 2.4. A Branch may decide from time to time the basis on which Chapters or Special Interest Groups shall be represented on Branch.
- 2.5. A Branch shall implement and promote the strategic direction as identified in the Company's Strategic Plan, Operational Plan, Mission and Vision statements.
- 2.6. A Branch shall provide a draft annual budget (template provided) to the General Manager for consideration.
- 2.7. A Branch shall ensure that budget expectations are met. Any special funding outside budget requirements is to be submitted in writing to the General Manager.
- 2.8. A Branch shall assess, or where required, request the General Manager to assess, any application for Associate status where the applicant has the prescribed qualifications and experience laid down generally from time to time for the granting of or recommending of such status.
- 2.9. A Branch shall notify the General Manager in writing of all changes in status granted or refused by it and of all suspensions and forfeitures and shall supply such particulars as required from time to time.
- 2.10. If a Company Director is deemed to not be fulfilling the requirements of their respective Branch at Board level, then the Branch may, by resolution, replace that Director.

3. MEETINGS

- 3.1. A General Meeting shall be held annually in July of each year.
 - 3.1.1. Branches to undertake election of Branch Council in accordance with Branch election by-law for this General Meeting.
 - 3.1.2. Branches to provide members with activities for the preceding year and a financial positioning statement in relation to Branch activities for the preceding and current financial years.
 - 3.1.3. Any business received from members not less than 21 days before the meeting to be listed on the agenda for discussion and decision if applicable.
- 3.2. Branch Council meetings shall be held as and when necessary with at least six (6) meetings to be held per year.



- 3.3. All meetings to be held at a time and place as designated by the Branch Council, who may from time to time call a special meeting for a specific purpose.
- 3.4. All incoming Branch Councillors details must be provided to the General Manager within 2 weeks of the Branch General Meeting.

4. VOTING RIGHTS

- 4.1. Professional members are eligible to hold office and vote with all Records and Information Management Professionals Australasia members eligible to serve on the Branch Council.
- 4.2. Other members have all privileges extended by the Records and Information Management Professionals Australasia except holding office, voting and moving motions.
- 4.3. All Professional Members must be full members prior to nominating for a Company Director and/or Branch Council President position. The determination of the Chair of the Board and the CEO is that the definition of a full "Financial Professional Member" is that all requirements of a Professional Member have been met.

Professional Membership is made up of two (2) parts - \$ and CPD – until both parts are completed, full Professional Membership is pending. Professional Members receive a discount membership in return undertaking CPD and commitment to the profession.

5. COUNCIL

- 5.1. The Chair of the Board shall be ex-officio of all Branch Councils.
- 5.2. A Branch Council shall be elected at a general meeting in July each year for a term of one year and can be eligible for re-election with the exception of the Branch President who is elected for a two (2) year term.
- 5.3. The Branch Council shall consist of a maximum of 15 members, with the following, positions:

Branch President
Company Director

- 5.4. A meeting of the Branch Council for the time being at which a quorum is present, shall be competent to exercise all of the authorities, powers and discretions vested in it by any means whatsoever.
- 5.5. Any member of the Branch Council, who shall be absent from three (3) meetings per term, shall at the discretion of the Branch Council or the General Manager be removed from the Branch Council.
- 5.6. Any casual vacancy occurring in any of the Branch Council positions may be filled by the Branch Council at its next meeting. Any such appointee shall hold office only



until the next Branch Council general meeting.

- 5.7. The Branch President shall be elected at the July general meeting and shall be eligible for a term of two years and is eligible for re-election.
- 5.8. The Branch President shall have general supervision over all business affairs of the Branch Council.
- 5.9. Communication with Records and Information Management Professionals Australasia will be through the Branch President and/or Company Director only.
- 5.10. The Company Director shall be elected for three years, shall keep the Branch Council informed about the current status of the activities of the Board.
- 5.11. The Branch must have two (2) contact points for communication. Branch President and Director. Where the Branch President and Director positions are held by the same person, a second contact must be provided.

6. QUORUM

- 6.1. Quorum shall consist of a minimum of four (4) professional members.

7. ELECTIONS

- 7.1. Nominations for office bearers and Branch Council members are to be called at the general meeting with all positions to be proposed and seconded.
- 7.2. A majority vote for all positions shall be required.
- 7.3. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held of all Branch professional members.

COMPANY DIRECTOR

Responsibilities

Directors are responsible for the overall direction and control of the company.

Directors have the right to delegate the day to day affairs of the company to other officers, i.e. the Management.

Directors have the obligation to ensure that the systems and controls within the company are such that the management of the company can be properly monitored and is in conformity with the law and with the systems and procedures prescribed by the Directors.

Directors have a personal duty of care which requires them to exercise the degree of care and diligence that a reasonable person in a similar position in the corporation would exercise in the corporation's circumstances.

If Directors fulfil their obligations \they have the right to rely on Management to carry out the



day to day affairs of the Company.

If Directors act as above then they should be absolved from legal liability.

Management officers are required to act in accordance with the law and with the policies, systems and procedures set down by the Board of Directors.

If Managers act accordingly then responsibility for any damage should be with the Company as a whole.

If Managers, or Directors, do not act as above they should be personally liable for the results of their actions.

Liability of Directors

If Directors and other Officers carry out their role in conformity with the concepts set out in Section 6 above then the following should apply:

- Decisions or actions by Directors or other Officers of a company which are permitted by law and which are made in good faith and with due care should not create individual liability for the persons making them.
- Any liability or loss resulting from such decisions or actions should attach to the Company as a whole.

BRANCH CHAIR / CHAIR / PRESIDENT

Responsibilities

The Chair / President of a Records and Information Management Professionals Australasia Branch assumes the responsibility for the successful achievement of the Branch goals. In achieving these goals, he/she is expected to identify and effectively utilise all the creative and administrative talent existing within the Branch. He/she must understand the nature of the group he/she is leading for the success and growth of the Branch depends on this leadership.

The Branch Chair / President is responsible to provide leadership for the Council and to ensure a focus of responsibility for the actions of the Company and the Branch.

The Branch may develop a structure to allow the duties to be delegated to Councillors, but overall responsibility is the Branch Chair / President's.

This is an ELECTED position.

OBJECTIVES:

- Provide leadership to Records and Information Management Professionals Australasia Branch and Council
- Manage an effective and committed team
- Expand Records and Information Management Professionals Australasia's network of an informed and involved community and meet the "objectives" as



outlined in the Records and Information Management Professionals Australasia's Constitution and Strategic Plan.

TERM:

A two (2) year term from July to June, may be eligible for consecutive terms.

THE DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Being thoroughly conversant with the aims, objectives, Constitution, policies, activities and procedures of Records and Information Management Professionals Australasia.
- Accepting initiating action and/or supporting roles in major issues with which the Branch is concerned.
- Acting and speaking on behalf of the members in accordance with the Guidelines laid down by Board of Directors in either a proactive or reactive, but always timely, manner. In so doing the Chair / President shall first endeavour, to be properly informed and shall under no circumstance risk the goodwill or reputation of the Records and Information Management Professionals Australasia.
- Chairing meetings of the Branch Council.
- Fostering and maintaining working relationships with associated organisations and institutes.
- Maintaining contact with the membership as a whole through direct communication and various mediums (emails, website, newsletter).
- Preparing and presenting an annual report on Branch activities to the General Manager.
- Collaborating closely with the GM in the preparation and generation of important correspondence; the authorisation of press releases; representation at state events, etc.
- Diarising the activities of office for the benefit of future Councils and Chair / Presidents, and submit a summary within three months of the completion of the Chair / Presidential term.
- Serve as the elected leader for the relative Records and Information Management Professionals Australasia Branch
- Act as the official spokesperson for the Branch.
- Preside at all Branch Meetings.
- Introduce realistic goals and objectives for the Branch each year at the first



Council Meeting.

- Call General Meetings of the Branch in accordance with the Bylaws, policies and procedures.
- Prepare an agenda for all Branch Meetings.
- Review and revise (if necessary) the minutes of each Committee Meeting prior to their distribution.
- Review past year's motions at the first Committee Meeting after the General Meeting.
- Provide direction for Branch Officers.
- Review the recommendations of the previous year's Chair / President and report on how these recommendations were carried out or disposed of.
- Serve as an ex-officio member of all Branch committees.
- Establish lines of communication with the Company Office of Records and Information Management Professionals Australasia, in conjunction with the Branch Director.
- Communicate with the Branch Members to identify their problems and concerns, and render means to meet their needs.
- Report to the Branch Members via an editorial in the Branch Newsletter (Branch Bulletin).
- Report to Board of Directors via General Manager through a monthly report.
- Encourage non-member records professionals to join the Branch.
- Present the new Branch Officers at the General Meeting.
- Thank Committee Chairs for serving in their position and notify them that the incoming Chair / President will be establishing the new Executive Committee
- Ensure financial control is undertaken in accordance with Records and Information Management Professionals Australasia policies and procedures.
- Be responsible for the overall planning and control of Branch affairs
- Assisting the Council in developing the objectives of the Branch.
- Determining the need for and when necessary to create task forces of the Council and/or members to address specific issues.
- Determining the direction and overseeing all activities of the Branch (in line with Company objectives)



- Ensure financial viability of events as per procedures and policies.
- Be responsible for informing the General Manager of all significant business reported by the committee chairpersons to the Branch Chair / President, in the event those chairpersons are unable to report directly.
- Responsibility for ensuring all correspondence including letters, emails, are acted on and responded to in a timely manner.
- Responsibility for the coordination of Status Upgrade programme (Associate Status only).
- Coordination and management updates to the Business Plan in line with the Company Business / Strategic Plan
- Advising the Council and Company on all financial matters related to the Branch.
- Preparing guidelines for and administering finances of the Branch including its subcommittees.
- Coordinating all budget and financial matters.
- Preparing budgets and statements for finances as required.

COUNCILLOR

To be a passionate and **active** member of the Branch Council to ensure the development of the Branch and the Profession in accordance with Board and Branch decision.

A Branch Councillor may be requested to vacate the position if it is deemed that the Branch Councillor is not active on the Branch.