

Role descriptions for the AEVA ACT Branch Committee

Chair

- Chair the Branch member meetings and present a Chair's report at each meeting
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- Provide an annual report on ACT branch activities to the AEVA national AGM (virtually or in person)
- Provide an annual report to the membership at the AEVA ACT AGM
- Provide leadership on Branch responsibilities
- Assist the Treasurer by being available to approve 'two to sign' transactions

Secretary

- Schedule the Committee meetings prepare the agenda and table documents prior to the meeting
- Communicate the program for Branch member meetings to members and circulate the minutes
- Produce and send out newsletters
- Contribute to maintaining the branch web site current
- Assist with the running of Branch member meetings
- Arrange for a minute taker for the member meetings
- Handle incoming and outgoing correspondence
- Assist the Chair as required

Treasurer

- Manage the financial affairs of the Branch including budgeting, reporting and coordinating payments
- Prepare brief financial reports for the Branch Committee meetings
- Prepare a financial report for the ACT Branch AGM (not audited)
- Handle card payments using a Tyro Reader or cash payments
- Submit bank statements and invoices and receipts for the annual audit as required by the AEVA Board

Ordinary member (several positions)

- Attend and contribute to Branch Committee meetings
- Coordinate an event/s in the annual program
- Assist with the running of events and miscellaneous tasks

Some ordinary members also assume responsibility for one of the following special roles:

Media Spokesperson - Be able to respond quickly to media enquiries and speak on behalf of the Branch.

Social Media Coordinator - Maintain the Branch social media account on Facebook by posting event listings and reminders and other items of interest to the membership to the Canberra EV Facebook page.