

Baby Wearers Western Australia Incorporated

Annual General Meeting

Suggested Committee Positions 2020-21

This is an evolving document. The executive committee positions of Chairperson, Vice Chairperson, Secretary and Treasurer must be filled, with a combination of other roles available pending adequate volunteers. The remaining committee positions detailed in this document are suggestions and can be updated and adapted according to the specific skillset of the elected volunteer group.

	Role	Responsibilities
1	Chairperson	<ul style="list-style-type: none"> • Oversee the general running of the organisation; • It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting; • The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in the constitution; • Assist all committee members in their individual roles as required; • carrying out any other duty given to the chairperson under the constitution or by the committee.
2	Vice Chairperson	<ul style="list-style-type: none"> • Assist with the general running of the organisation; • Assist all committee members in their individual roles as required; • Assume responsibility for convening and presiding at committee and general meetings if the chairperson is unavailable; • Respond to and delegate email enquiries as required; • Maintain and update the BWWA Inc. Code of Ethics; • Carrying out any other duty given to the vice chairperson under the constitution or by the committee.
3	Secretary	<ul style="list-style-type: none"> • Dealing with the Association's correspondence; • Consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting; • Preparing the notices required for meetings and for the business to be conducted at meetings; • Unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any

		<p>changes in the membership, as required under section 53(1) of the Act;</p> <ul style="list-style-type: none"> • Maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act; • Unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act; • Ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association; • Maintaining full and accurate minutes of committee meetings and general meetings; • Carrying out any other duty given to the secretary under the constitution or by the committee.
4	Treasurer	<ul style="list-style-type: none"> • Ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name; • Ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee; • Ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time; • Ensuring that the Association complies with the relevant requirements of Part 5 of the Act; • Ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association; • If the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting; • If the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting; • Providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act; • Carrying out any other duty given to the treasurer under

		the constitution or by the committee.
5	Social Media Coordinator	<p>Manage BWWA Inc's public Facebook and Instagram pages including but not limited to:</p> <ul style="list-style-type: none"> • Create graphics and posts for weekly meets and monthly calendar updates; • Utilise and maintain updated hashtags; • Within all BWWA Inc. Facebook Groups: <ul style="list-style-type: none"> ◦ Update official rules, files and announcements, ◦ Respond to posts and comments where possible, ◦ Assist with approving/rejecting new members, ◦ Assist with approving/rejecting new sales posts, ◦ Monitoring of group discussions and redirecting/closing comments as required; • Respond to private messages sent through all official social media channels, and delegate messages to other committee members as required; • Create and action a social media plan for special events (such as International Babywearing Week and the Annual General Meeting); • Create and maintain Facebook Events for all official BWWA Inc. meets and meetings including responding to questions posted on the event discussion walls; • Carrying out any other duty given to the social media coordinator under the constitution or by the committee. <p>*This role requires access to a regular, reliable internet connection across both mobile and desktop/laptop platforms.</p>
6	Website Coordinator	<p>Manage the BWWA Inc. website including but not limited to:</p> <ul style="list-style-type: none"> • Write or outsource blogs and cross-post to Facebook in association with the social media coordinator; • Create and update website documents and pages (including but not limited to website terms and conditions, privacy policy and terms of use) as required; • Create and maintain event pages for all official BWWA Inc. meets and meetings and maintain an accurate monthly meets calendar; • Manage web shop listings and stock levels as required; • Carrying out any other duty given to the website coordinator under the constitution or by the committee.
7	Fundraising/Grants Application Officer	<p>Work with the executive committee to:</p> <ul style="list-style-type: none"> • Formulate grants applications from avenues such as Local government, Lotterywest and local banks;

		<ul style="list-style-type: none"> • Research and formulate plans for fundraising events; • Assist community leaders to find and apply for appropriate venues to host meets; • Carrying out any other duty given to the fundraising/grants applications officer under the constitution or by the committee.
8	Library Coordinator	<ul style="list-style-type: none"> • Manage the BWWA lending library catalogue by establishing and maintaining a carrier database; • Storage of excess library stock as required; • Communicate with community leaders regarding loans plus updating and maintenance of each lending library including ensuring that meet leaders are familiar with new carriers; • Maintaining accurate records of what is in each lending library; • Purchasing, processing (ie washing) and distribution of new carriers; • Management of digital lending services including but not limited to the use of the SETLS Digital Library system and any regional lending as discussed with the managing committee; • Coordinating the return of library items via courier service; • Annual stocktake of all BWWA lending libraries; • Carrying out any other duty given to the library coordinator under the constitution or by the committee.
9	Asset Manager	<p>Working in conjunction with the library coordinator and treasurer:</p> <ul style="list-style-type: none"> • Storage and distribution of ex-library carrier stock as required; • List ex-library carriers for sale via appropriate avenues including but not limited to Facebook Marketplace, Facebook general and specialist BSS groups, Gumtree and the BWWA Inc. website (in conjunction with the website coordinator). • Manage sales including negotiations, arranging invoices with treasury, and shipping of ex-library sales upon receipt of payment; • Maintain accurate records for all sales of ex-library carriers; • Assist with annual stocktake of all BWWA lending libraries; • Carrying out any other duty given to the asset manager under the constitution or by the committee.

10	Community Leadership Coordinator	<ul style="list-style-type: none"> • Assist community leaders to source and apply for appropriate venues to host meets; • Provide support to community leaders in conjunction with the Library Coordinator; • Serve as the first point of contact for community leaders to discuss changes to meets including cancellation, change of location/day/time and training requests; • Post in the Community Leaders group on Facebook to request monthly dates for meets and ensure that the social media and website coordinators are aware of any updates; • Maintain a record of any formal baby wearing education undertaken by BWWA Inc. community leaders; • Ensure adequate, up-to-date knowledge of the SETLS Digital Library system and assist fellow Community Leaders to obtain training as required. • Carrying out any other duty given to the community leader coordinator under the constitution or by the committee.
11	Community Outreach Coordinator	<ul style="list-style-type: none"> • Assist with the BWWA Inc. outreach program by presenting at community events wherever possible; • Delegate outreach activities as required; • Maintain adequate, up-to-date babywearing knowledge at all times, and provide support to the committee in regards to this. • Carrying out any other duty given to the Community Outreach Coordinator under the constitution or by the committee.
12	Marketing and Print Media Manager	<p>This role would be best suited to someone with marketing and/or photography and/or graphic design experience. Working closely with the BWWA Inc. committee:</p> <ul style="list-style-type: none"> • Create and implement regular marketing campaigns alongside the Social Media and Website Coordinators; • Create and disseminate relevant baby wearing specific digital and print media including but not limited to baby wearing safety guidelines, BWWA Inc. advertising pamphlets, and community event marketing; • Carrying out any other duty given to the Marketing and Print Media Manager under the constitution or by the committee.

