



# **VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED**

## **Administrative Instruction 02/2011**

### **INDIVIDUAL RESPONSIBILITIES OF THE STATE BRANCH EXECUTIVE/COMMITTEE**

#### **Introduction**

1. In addition to the duties specified in the South Australian constitution, the State Council has a wide range of responsibilities involving major proposals and VVAA representation on a number of committees involving government departments and ex-service organizations. The volume and complexity of the workload involved is such that it is necessary to assign specific tasks to appropriate appointments, individuals or organisations.
2. The aim of this Instruction is to list all the State Branch accepted responsibilities and the appointments, individuals or organisations assigned the tasks of carrying them out.

#### **Detail**

3. The State Council and sub-branch committees need to know the appointments responsible for specific tasks undertaken on behalf of the South Australian State Branch. The tasks are assigned to the appropriate executive appointment where possible, but in some circumstances individuals or sub-branches with specific experience may be assigned responsibility according to the expertise required.
4. The current distribution of tasks is shown below, and the individuals and sub-branches have a legal responsibility to ensure that all committee members are covered under their insurance policies
5. Attendance: Any member of the committee who misses three (3) consecutive meetings without prior notice, will automatically be retired from the membership of that committee unless the can show good and sufficient reason to the contrary.

### VVAA (SA Branch) State Executive

<u>Position</u>	<u>Name</u>	<u>Responsibilities</u>
State President	Michael Benyk JP	Association CEO/State Delegate
State Vice President'	Harley Doyle JP	
State Vice President	Graham Dunstan	Merchandising Manager
State Secretary	Mattie St John	
State Treasurer	Bob Schahinger	Finance Officer/State Delegate

### VVAA (SA Branch) Advisor:

Immediate Past President      Paul Coppock

### VVAA (SA Branch) State Council

<u>Position</u>	<u>Name</u>	<u>Responsibilities</u>
Committee Member	Alan Thornton	Pension Officer Facilitator
Committee Member	Murray Stewart	Marketing Co-ordinator
Committee Member	John Markus	Senior State Advocate
Committee Member	Keith Wilkinson	Copper Coast Sub Branch Representative
Committee Member	Ron Lieven	Riverland Sub Branch Representative
Committee Member	Ken Hays	Walkerville Sub Branch Representative
Committee Member	Peter Dawson	Northern Suburbs Representative
Committee Member	Tom Bruce	Mid North Representative

### Additional Responsibilities assigned to individuals

	<u>Name</u>
New Sub Branch Approval Committee	H Doyle/P Coppock/B Schahinger
Public Officer	Paul Coppock
Badge Day Co-ordinator	John Ali
Vietnam Veterans Day Co-ordinator	Paul Coppock
National Council Representative	Michael Benyk
National Congress Representatives	Michael Benyk / Bob Schahinger
VVCS Representative	Michael Benyk
Rep Future Directions Committee	Michael Benyk
Consultative Council	Michael Benyk
VAHAC	Paul Coppock
Veterans Information Briefing	Paul Coppock
Combined Mess Representatives	Murray Stewart/ Graham Dunstan
SATMOC : appointed by Deputy Commissioner (2Yrs)	Paul Coppock
Young Vet Forum: appt by Deputy Commissioner (2Yrs)	Paul Coppock
VACHAC: as appointed by Deputy Commissioner (2Yrs)	Paul Coppock
Veterans Advisory Council	Michael Benyk
VVAASA Photographer	Jo Janko
Honors and Awards Committee	G. Dunstan/B Schahinger /P Coppock

### Authority:

State Council Meeting: 20<sup>th</sup> Feb 2011