



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 27/2011

DELEGATE RESPONSIBILITIES

Introduction

- I. 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 best suited to represent the Association.
2. This AI provides the State Council expectation regarding the duties and responsibilities of delegates.

Detail

3. Each year, immediately following the AGM, an updated AI is produced listing all the State Branch appointments including an updated list of delegates. It is only those tasks specifically designated that is the subject of this AI.
 4. Each delegate has the responsibility to attend each scheduled meeting regarding the assigned appointment and if unable to attend every effort is to be made to find a substitute to attend and offer the delegate's apologies.
 5. The delegate or his substitute is to take notes during the meeting on any matter which may affect or be of interest to the Association organisation, administration, training, welfare or specifically the individual veteran.
 6. The notes taken should be recorded under a heading relating to the specific meeting, for example:
"KOC Meeting – Torrens Parade Ground-Combined Mess, 8th March 2011, Delegate Report."
 7. A copy of these notes 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 Committee meeting. The delegate should not wait for the minutes of the meeting, 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.
- a. Whenever a delegate has had no input between the State Council meetings, the President should list as an agenda item that he requires the delegate to deliver a verbal report to the State Council.

Authority

State Council Meeting: 20th Feb. 2011