



NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

NAWIC NT Chapter

Council Roles and Responsibilities

Introduction

About NAWIC

NAWIC Is a Not-For-Profit organisation formed in 1995 whose mission is to promote and improve the construction industry by the advancement of women.

NAWIC is run by a Board of Directors. Its vision and values are achieved through state-based chapters who are dedicated to the organisation. The day-to-day operations of the Association are run nationally by the GENERAL MANAGER. The State based Chapters are run by Chapter Councils who run the state's day-to-day activities.

NAWIC's Vision:

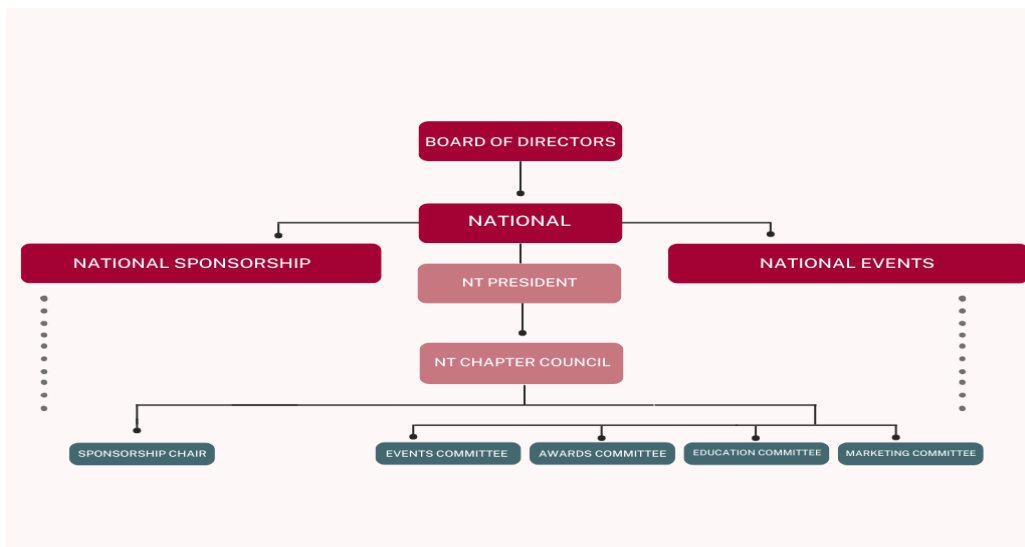
An equitable industry within which women fully participate.

NAWIC's Mission:

To champion and empower women in the construction and related industries to reach their full potential.

NAWICs Objectives:

- To unite women actively involved in the various areas of the construction industry for their mutual benefit
- To promote co-operation, fellowship and a better understanding among members of NAWC
- To promote education and contribute to the betterment of the construction industry
- To encourage women to pursue and establish careers in construction
- To provide members with an awareness of issues relating to the industry



Roles and Responsibilities Document Purpose

The purpose of this document is to provide structure and consistency to the roles present within the Northern Territory Chapter Council. The council will meet at regularly scheduled council meetings chaired by the Chapter President or Vice President. The Chapter Council is responsible for ensuring the NAWIC members receive the benefits of their membership through a diverse range of activities.

This document is a guide only and is to be reviewed in conjunction with the Policies and Procedures Manual.

Council members, chapter charter and the sub-committee will have additional and specific roles around the organisation of the state's Annual Awards. Details of the awards roles are within the Awards Roles and Responsibilities document.

Roles and Responsibilities

All council and committee members of NAWIC NT are expected to attend the majority of council meetings and events throughout the year. If attendance is not possible, members must provide an apology prior to the meeting or event taking place.

Office Bearers Elected in Elections and Announced at the Annual General Meeting or Bi-annually

1. Chapter President

The Chapter President is the head of the Chapter Council and in this role oversees the smooth running of the Chapter and its affairs. At the discretion of the Chapter Council, a member should serve as Chapter President for at least 24 months.

The Chapter President's duties include:

Administration

- Call and chair monthly Chapter Council meetings.
- Call and chair annual Planning Session and draft agenda.
- Preparing Agendas in Executive and Strategy Meetings for Chapter Council meetings.
- Liaise with the Board.
- Management of ntpresident@nawic.com email.

Council

- Offer guidance to Committee and Chapter members where appropriate.
- Oversee council chair activities and ensure key roles are filled.
- Appoint new members to the chapter council as appropriate.
- Cast the deciding vote if there is a tie when voting on a Chapter Council resolution.
- Appoint interim and new members to the Chapter Council as appropriate.

Finance

- Ensure annual budget is completed by Treasurer and
- Participate in Monthly Budget Review.

Events & Awards

- Represent NAWIC at public events.
- Is authorised to approve payment of Chapter invoices.
- Oversee event proposals in collaboration with the Awards and or Events Chairs.
- Collaborate with Events Chair to finalise Events Calendar.
- Refer Awards Roles & Responsibilities document and ensure all roles are filled.
- Liaise with Awards Chair and confirm awards date with head office.

- Contact head office in collaboration with Awards Chair to confirm board member attendance.
- Oversee ticket sales in collaboration with Awards Chair.
- In-charge with VIP invitation and approval of seating plan.

Sponsorship

- Finalize sponsorship prospectus with Sponsorship Chair.
- Ensure suitable sponsorship in place in the prior year.

Communication

- Distribute news from National Board
- Act as key liaison for Strategy, Governance, Advocacy, Partnerships and Grants in conjunction with Chairs.

Key Liaison:

This role involves liaison with all NT council members and the following:

- NAWIC General Manager
- National Office Staff
- Board Buddy
- Chapter Treasurer
- Chapter Vice President
- All Chapter Committee Chairs

2. Chapter Vice President

The Chapter Vice-President acts in a supporting role to the Chapter President and is expected to assume their duties in the case or absence or in the event that the Chapter President vacates their office.

The Vice Chapter President's duties include:

- Act as key liaison for all Council Chairpersons.
- Handle all branding enquiries and approvals.
- Manage volunteer enquiries database.
- Represent NAWIC at events.

3. Chapter Secretary

- Keep and circulate where appropriate accurate records of all Chapter general and Chapter Council minutes of meetings as well as all legal documents entered into on behalf of the Chapter e.g., venue hire contracts.
- Take minutes of all Chapter Council meetings.
- Provide the National Office with copies of the Chapter Council minutes of meeting every month.
- Prepare all correspondence of the Chapter Council to the Board or a Director representing that State.
- Provide Monthly updates.
- Provide updates on Memberships each month.
- Welcome new members each month.
- Responsible in sending the Welcome pack to new members.
- Link between the Chairs and National.
- Manage nt@nawic.com.au email.

4. Treasurer

The Chapter Treasurer is the main financial officer of the Chapter and is required to:

- Present monthly financial statements to the Chapter Council.
- Prepare annual budgets for approval by the Chapter Council and submission to the National Treasurer.
- Liaise with the National Treasurer in relation to the preparation of the Chapter Council budget and any matter of a financial nature affecting the Chapter.
- Track monthly cashflow against the approved budget.
- Perform contract reviews of agreements with suppliers and execute a contract execution form.
- Create invoice requests for Sponsorship and other income.
- Approve payment of invoices and expense claims.
- Manage nttreasurer@nawic.com.au email.

Key Liaison:

This role involves liaison with the following:

- Awards Chair
- Events Chair
- Sponsorship Chair
- National Treasurer / Accountant

Portfolio Chairs

5. Marketing Chair

Roles and Responsibilities:

- Provide any chapter website updates to National.
- Manage Social Media handles and report on analytics.
- Build Marketing Strategy with National and explore media options – TV, Radio, Bus, Newspaper and Magazines.
- Prepare Event & Awards artwork/ graphics including sponsor logos, PowerPoint presentations, certificates and posters
- Creating annual Awards brand to be represented on all awards branding and marketing collateral distributed across hard copy and digital formats.
- Ensure all sponsors logos have been approved.
- Following items to be produced:
 - Awards Booklet – Nominations Handbook, Awards Prospectus (liaise with Printers)
 - Awards Certificates
 - Awards PowerPoint presentation (also for use at Workshop) template.
 - Event & social media flyers / tiles
 - Committee member spotlights
 - Sponsor spotlights
- Note all template files of the above to be provided and adapted from previous year's awards.
- Social media updates across all channels including copy and artwork.
- Ensure all external communications (including Social Media) are in line with NAWIC National Policy, procedures and brand guidelines.
- Ensure all external communications incorporates Sponsor's branding as agreed
- Ensure all sponsor exposure benefits are provided via digital communications
- Manage ntmarketing@nawic.com.au email.

Key Liaison:

- Chapter President / Vice President
- Events Chair
- Awards Chair
- Sponsorship Chair
- National Communication Manager

6. Education Chair

Roles and Responsibilities:

- Investigate ways to provide professional development opportunities to members
- Research NAWIC Programs in other states
- Drive the Tiny Block project
- Collaborate with other organizations to provide exposure, teaching and learning opportunities and career pathways to school leavers and other women
- Plan and arrange Try-a-Trade days
- Assist with CDU Mentoring program of VET students
- Arrange NAWIC attendance at career and youth expos
- Prepare and update Career Pathways booklet for school leavers and Starting Apprenticeships booklets for female apprentices
- Participate in the National Education Committee and attend monthly video meetings
- Report on NT & National Education matters and initiatives at all Chapter Council Meetings
- Manage nteducation@nawic.com.au email.

Key Liaison:

- Chapter President / Vice President
- Chapter Secretary
- Chapter Sponsorship Chair
- Chapter Marketing Chair
- National Education Board Member

7. Awards chair

Roles and Responsibilities

- Setting Awards programme inclusive of:
 - Awards nomination period
 - Judging period
 - Awards nominations workshop
 - Awards date
- Review of all branding and marketing material pertaining to Awards prior to distributing to ensure consistency.
- Schedule meetings and prepare agendas for Awards Committee.
- Follow up with Awards Committee members to ensure all tasks are progressing.
- Keep the Chapter Council informed about Awards committee plans and activities and refer on ideas and recommendations to the Chapter Council for approval.

- Submit a budget to the Chapter Council for approval for events or activities requiring payment of money.
- Liaise with individuals and other Committees to share and develop ideas.
- Email all Council members Awards Program upon finalisation.
- Arrange for an event MC.
- Email all Council members Awards programme upon finalisation.
- Prepare proposed judges list and work with Council to confirm and invite judges.
- Prepare calendar of promotional activity and forward to National Communications Manager for review of works package.
- Liaise with Sponsorship Chair in regard to sales of sponsorship opportunities.
- Contact National to confirm which NAWIC Board Member will be in attendance.
- Draft 'Detailed Run Sheet' and 'Brief Run Sheet' documents. To be distributed to all award presenters at least 1 week prior to the awards.
- Prepare Awards PowerPoint presentation including winners and nominees.
- Coordinate Submission Writing Workshop event or FAQ handout and prepare presentations and information for participants.
- Undertake Awards Force training as back up to Online Coordinator.
- Coordinate update of NT awards information to the NAWIC national website – contact NAWIC Chapter Admin (chapteradmin@nawic.com.au).
- Coordinate date(s) of 'e-flash' mailouts to be forwarded to the NT database – contact at NAWIC Chapter Admin (chapteradmin@nawic.com.au).
- Organise Leadership Panel Lunch with Award winners.

Key Liaison

- This role is likely to liaise and coordinate with all Awards roles.

8. Events Chair

Roles and Responsibilities:

- Align events with NAWIC's vision and values.
- Align events with current industry trends whilst also adding value to members and other attendees.
- Ensure there are a variety of events, such as site tours, education/professional development and networking style events.
- Schedule meetings and prepare agendas for Events Committee.
- Schedule events and assign committee member/s to manage the details.
- Follow up with Events Committee members to ensure all tasks are progressing.
- Oversee and approval release of events collateral such as e-flashes and website posts.

- Keep the Chapter Council informed about committee plans and activities and refer on ideas and recommendations to the Chapter Council for discussion.
- Work with Treasurer to prepare budgets for the financial year and each individual event. Particularly for events or activities requiring payment of money from chapter funds.
- Secure event sponsorship for space, food and beverage where possible.
- Liaise with individuals and other Committees to share and develop ideas.
- Liaise with chapter sponsors and other industry organisations for opportunities to collaborate on events.
- Attend and assist in set up and pack down of events where possible.

Key Liaison:

- Treasurer
- Chapter President
- Communications Chair
- Education Chair
- Membership Chair

10. Sponsorship Chair

Roles and Responsibilities

- To ensure NAWIC NT acquires funding to maintain operations at State Chapter Level by developing and building relationships with Donors.
- Successfully acquire Annual Partners and other event sponsorship as required for NAWIC NT.
- Successfully acquire Awards Sponsorship for the NAWIC NT Annual Awards.
- Further build upon relationships with previous NAWIC NT sponsors.
- Review and maintain Sponsorship Proposal in conjunction with Treasurer.
- Prepare sponsorship prospectus each year ensuring value for money and value for NAWIC NT.
- Maintain benefit matrix in conjunction with the sponsorship prospectus.
- Communicate with the Marketing Chair.
- Customise and tailor agreements.
- Assist other Chairs in acquiring sponsorship.
- Contact sponsors from previous years to forward Proposal.
- Communicate to sponsors they have first right of refusal to renew sponsorship of the award they sponsored last year.
- Re-draft Agreement based on correspondence with sponsor.

- Upon execution of Agreement, request sponsor's logo file. Forward to Awards Chair and Online Awards Chair and update website.
- Upon execution of Agreement draft Invoice Request form with sponsor's accounts department details nominated. Forms to be forwarded to the Chapter Treasurer.
- Forward and track confirmed sponsors to Treasurer for inclusion in the budget.
- Clarify whether sponsor would like to nominate a judge from within their organisation.
- Confirm whether complimentary tickets offered will be utilised.
- Regularly review the 'Benefits' of Being a Sponsor of NAWIC' section of the Agreement to ensure NAWIC NT will fulfil its requirements.
- Maintain and track sponsorship.

Key Liaison:

- Chapter President
- Communications Chair
- Treasurer
- Award and Events Chair
- National Sponsorship Team

DELEGATION

Operate within bonds of "business as usual". Outside requires executive approval.