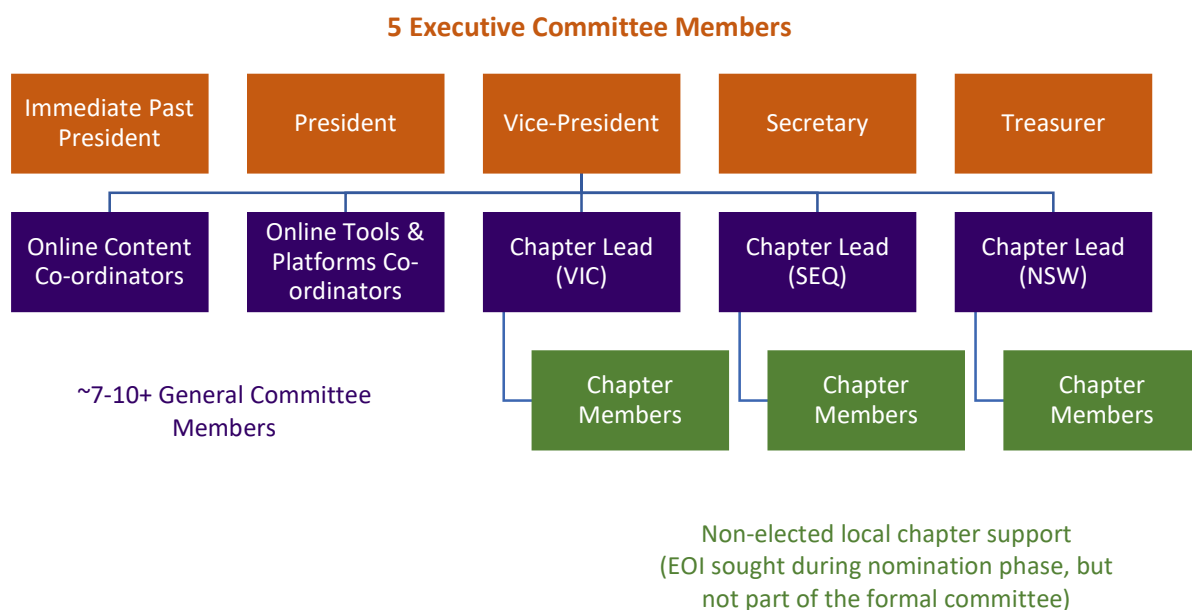


River Basin Management Society Committee

Roles and responsibilities

The River Basin Management Society (RBMS) comprises a volunteer Committee made up of an Executive Committee, and General Committee Member base that are elected on an annual basis. The structure of the committee is flexible, but it provides ease of responsibility to have some designated roles to lead actions. This can be determined by each committee, led by the decision of the RBMS Executive.

All committee members are trained in the use of all programs in terms of content management and creation to share the workload across the year (see example calendar below). The structure, roles and responsibilities are summarized further below.



Time Commitment

There are eight Committee meetings per year that require attendance to remain a Committee member, to achieve quorum, and to plan and discuss upcoming events and programs. On average, each committee member is expected to commit up to 1-2 hours per fortnight to support the Society in its event and program management. However, this time commitment can vary and depends on tasks that the committee members are involved in assisting with.

Being a part of the Committee requires regular communication between committee members to coordinate and manage tasks and events to ensure smooth operation and event progress. This is generally through email and whats app.

All committee members (including the Executive) are responsible for:

- The day-to-day management of the RBMS
- Recruitment and promoting membership
- Promoting and helping to organise RBMS events
- Helping to put together newsletters and social media content to distribute to members
- Providing advice on government submissions

It is also expected that the RBMS committee (including the Executive):

- Attend the Annual General Meeting. This is generally held on a weeknight within three months of the end of the financial year.
- Attend RBMS functions (as available) throughout the year
- Undertake work in-between committee meetings to ensure the committee runs smoothly. This will require meeting and corresponding with other members between meetings.

Executive Committee

Position	Responsibilities
Immediate Past President	<ul style="list-style-type: none"> • Mentors and supports President
President	<ul style="list-style-type: none"> • Chairs meetings • Ensures management of the organisation is constitutional • Provide leadership to the committee • Drives strategic direction of organisation • Represent the organisation at industry events • Assists Committee with content and event management • Manages programs and partnerships
Vice President	<ul style="list-style-type: none"> • Supports President and Committee • Assists Committee with website, content and event management • Manages programs and partnerships
Secretary	<ul style="list-style-type: none"> • Schedule & minute meetings • Respond to enquiries at info@rbms.org.au • Manage membership mailing list • Prepare & submit annual reports to CAV
Treasurer	<ul style="list-style-type: none"> • Develop and manage annual budget • Manage incoming and outgoing funds • Organise annual audit • Report to committee

- Approve expenditure
- Support committee members in their roles
- Manage and co-ordinate major events (ASM & Awards Night)

General Committee

Position	Responsibility
On-line Content Co-ordinators	<ul style="list-style-type: none"> • Managing social media program <ul style="list-style-type: none"> • Draft or collate content from Committee for contributing to social media posts • Use Buffer account to schedule Linkedin, Facebook and Twitter posts • Producing newsletter and direct mailouts <ul style="list-style-type: none"> • Craft and collate stories, news and share latest events from Committee or members for use in the 'Ephemeral' newsletter or member mailout • Using Mailchimp Campaign templates to draft newsletter for review by Committee and schedule out to subscribers (firstly members, then general subscribers) • Draft website articles/blog posts, podcasts episodes • Promote content and events
On-line Tools & Platforms Co-Ordinators	<ul style="list-style-type: none"> • Manage Website updates and postings for news, events, podcast episodes, member details/subscriptions • Manage Eventbrite account for setting up events • Manage Mailchimp account to schedule postings • Manage Youtube account uploads and promote to wider audience to drive followers • Edit webinars or podcasts using Filmora Wondershare to upload to youtube, podbean and website and share link in newsletter or general mailouts post events • Promote content and events
Chapter Leads/Committee	<ul style="list-style-type: none"> • Source, manage, co-ordinate and promote local program of events (webinars/seminars, field trips, forums, workshops, social gatherings, partnerships) • Collaborate with other chapter leads/committee to draft a calendar of events for the year and reduce duplication or clash for online forums. • Generate content for social media posts, newsletter, podcast & website • Promote content and events

Local Chapter Support

Local Chapter Members / Ad-hoc Support	<ul style="list-style-type: none"> • Provide ideas and contacts for local events • Support delivery of local events • Join working groups as interested/required
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Example RBMS Calendar

