

# RBMS Committee Structure

## *Role Framework & Responsibilities*

---

This document describes each committee role in detail, including what it involves, how much time it takes, who it reports to, and how it connects with the rest of the committee. It is intended to help anyone stepping into a role understand exactly what is expected of them.

It should be read alongside the RBMS Constitution, which governs the obligations of committee members.

## How the Committee Works

---

RBMS is a volunteer-run professional association funded through membership and events. There are different levels of involvement in the committee and its activities, which are:

- **Executive (Exec):** Executive (Exec): Responsible for the overall governance, finances, and administration of the committee. The Immediate Past President also sits on the Exec in an advisory capacity (ex officio).
- **Committee Leads:** Committee Leads: Activity-focused roles responsible for delivering RBMS's programs and services. Leads are the primary owners of their area and report back to the broader committee.
- **General Committee:** Supporting Committee Leads with specific activities throughout the year.
- **Ad-hoc Members:** Ad-hoc Members: non-committee members who support a specific Lead on defined tasks. They do not need to be elected at the Special General Meeting, nor attend regular committee meetings. They can opt to be involved in just one task, or many throughout the year.

All committee members (not ad-hoc members) are expected to:

- Attend and contribute to regular committee meetings (at least 8 per year, held via Teams on Monday evenings, 7–8:30pm or at a time agreed by the committee).
- Attend the Annual General Meeting (AGM) and Special General Meeting (SGM)
- Attend RBMS events and functions where possible
- Support membership recruitment and promotion
- Contribute to newsletters and social media content
- Undertake work between meetings to keep things moving

The Constitution governs committee composition, election processes, tenure, conflicts of interest, and removal from office. All committee members should familiarise themselves with it upon joining.

## Section 1: Executive Roles

Executive members are elected annually at the Special General Meeting (SGM), held in mid-to-late June. All positions must be advertised and re-nominated each year. The President may not hold office for more than three consecutive years (per the Constitution).

### Immediate Past President (ex officio)

The Immediate Past President remains on the Executive in an advisory capacity for the first year after their presidency. They are not re-elected to this position — it is held automatically by the outgoing President.

#### Key responsibilities

- Provide mentoring and guidance to the incoming President, particularly in the first months of their tenure
- Meet regularly with the President in the early part of the year to support the transition and answer questions about day-to-day operations
- Offer institutional knowledge and context on decisions, partnerships, and ongoing programs
- Provide ad hoc support and advice as issues arise throughout the year

<b>Reports to</b>	Full membership; advisory role — does not have formal voting power beyond ordinary member rights
<b>Time commitment</b>	1–3 hours per month, tapering over the year as the new President gains confidence

### President

The President is the public face and operational leader of RBMS. They ensure the organisation runs in line with the Constitution, chair meetings, provide strategic direction, and coordinate the committee and its programs. Traditionally they also chair the major annual events — the Australian Stream Management (ASM) Conference and Awards Gala Dinner.

#### Key responsibilities

- Chair all committee meetings and the major events (ASM Conference and Awards Gala Dinner), or source a Co-Chair as needed
- Ensure operations remain in line with the RBMS Constitution
- Coordinate and delegate responsibilities across the committee, supporting Leads to plan and execute their activities
- Represent RBMS at external events, forums, and in media
- Engage with and liaise with partners to pursue common goals.

<b>Reports to</b>	Full membership (elected position)
<b>Time commitment</b>	4–6 hours per month (significantly higher during conference/awards planning and around the SGM and AGM)

## Vice-President

The Vice-President supports the President across all functions and steps in when the President is unavailable. They also traditionally co-chair the ASM Conference or Awards Gala Dinner.

### Key responsibilities

- Act as President when the President is absent, including chairing meetings and major events
- Meet regularly with the President to discuss and delegate responsibilities for programs, events, and resources
- Support onboarding of new committee members at the start of each financial year
- Take on delegated strategic projects as agreed with the President

<b>Reports to</b>	Full membership (elected position); works closely with President
<b>Time commitment</b>	3–5 hours per month (higher during program-specific activities)

## Treasurer

The Treasurer is responsible for the financial health, transparency, and compliance of RBMS. They manage accounts, prepare reports for every committee meeting, and coordinate the annual financial audit.

### Key responsibilities

- Maintain accurate financial records and accounts
- Prepare and present a financial report at every committee meeting; the report must be moved as true and accurate and seconded by two members
- Manage all incoming and outgoing funds, including reimbursements and invoicing
- Ensure all payments are signed by at least 2 executive committee members (per the Constitution)
- Manage the annual financial audit (generally due November each year) and present end-of-year financials at the AGM
- Coordinate preparation of financial statements for certification and lodgement with Consumer Affairs Victoria
- Ensure at least one other committee member has access to accounts and financial records (per the Constitution)
- Flag financial risks or budget concerns to the Exec

<b>Reports to</b>	Full membership (elected position)
<b>Time commitment</b>	2–4 hours per month (higher at financial year-end, audit time, and around AGM)

## Secretary

The Secretary manages the administrative backbone of RBMS — meetings, records, correspondence, and the society's legal compliance obligations. They are the primary contact for the info@rbms.org.au inbox.

## Key responsibilities

- Schedule all committee meetings for the year at the start of the financial year (at least 8 meetings including the AGM and SGM), set up via Teams using the RBMS account
- Send meeting reminders at least one week in advance, including previous minutes, action register, and agenda
- Take and keep minutes of all committee meetings
- Maintain the register of members and manage the membership mailing list
- Manage incoming correspondence via the info@rbms.org.au account
- Prepare and submit the Annual Report to Consumer Affairs Victoria (CAV) — due before December each year
- Notify the Registrar of any changes to office bearers within 14 days of appointment (per the Constitution)
- Maintain custody of the RBMS Constitution and governance documents

<b>Reports to</b>	Full membership (elected position)
<b>Time commitment</b>	2–4 hours per month (higher around AGM and CAV annual report deadline)

## Section 2: Committee Leads

---

Leads are elected or appointed as ordinary committee members at the SGM. The specific structure below (including the lead roles themselves) represents a new approach to the general committee, shifting from informal task distribution to clearly defined areas of ownership. Each Lead is primarily responsible for reporting back on their area's activities at committee meetings.

The goal of all the Lead positions is for there to be accountability in who will coordinate the above activities. However other committee members and ad hoc members can both lead and support activities, though should always keep the Lead informed. The Leads role may be as simple as being the one to organise meetings for event or program coordination.

The Lead role may be shared between committee members over the course of the committee year, for example, swapping halfway through the year. However more than one person cannot act as Lead at the same time.

### Chapter Leads – up to 4 positions

The four Chapter Lead positions cover:

- Victoria + Tasmania
- NSW + South Australia + Western Australia
- Queensland + Northern Territory
- National (online/remote members)

Chapter Leads are the regional connectors for RBMS. They make sure members in their area feel represented, engaged, and supported. They are the go-to person for their region and the primary contact for the organisation of place-based and regionally relevant activities.

*Note: QLD and VIC chapters are relatively well established. The National (Online) Lead coordinates activities for members without a strong regional presence and manages online events that serve the full membership.*

### Key responsibilities

- Facilitate and organise regional events — including webinars, seminars, field trips, workshops, social networking events, and in-person gatherings
- Coordinate policy submissions relevant to their region
- Act as the point of contact for RBMS members in their chapter area
- Identify and share regional news, issues, or opportunities with the broader committee
- Build and maintain relationships with local institutions, organisations, and relevant stakeholders
- Support member recruitment and engagement in their region
- Report back to the committee on program activities, uptake, and member feedback

The National (Online) Chapter Lead additionally:

- Coordinates online events (webinars, podcast sessions) that serve the full membership
- Ensures remote or unattached members have opportunities to engage with RBMS

<b>Reports to</b>	Vice-President (day-to-day); full committee for activity reporting
<b>Time commitment</b>	3–5 hours per month (higher in months with events or policy deadlines)

## Reconciliation Lead

The Reconciliation Lead ensures that RBMS's commitment to reconciliation is active and genuine — not just a statement on paper. They keep cultural safety front of mind across all RBMS activities and help the organisation build respectful, ongoing relationships with First Nations communities and peoples.

This role builds on the cultural team RBMS established in 2019-20 and the work done with cultural mentors.

### Key responsibilities

- Re-establish and maintain an ongoing relationship with RBMS's cultural mentors, meeting regularly to seek their guidance and feedback
- Bring reconciliation considerations into committee discussions, event planning, and strategic decisions.
- Review RBMS activities, events, and communications through a cultural safety lens — flagging concerns and surfacing opportunities
- Lead or coordinate the development and review of RBMS's cultural strategic plan and Reconciliation Action Plan (RAP) equivalent
- Coordinate RBMS's participation in key dates, including National Reconciliation Week (late May) and NAIDOC Week (early July) — including social media content and event opportunities
- Identify and promote relevant cultural competency training or resources for the committee and membership
- Support Chapter Leads in making regional events culturally safe and inclusive, including Welcome to Country arrangements
- Champion the inclusion of First Nations voices in RBMS events — seeking indigenous speakers, award nominees, and participants where possible
- Report back to the committee on reconciliation activities, next steps, and any guidance from cultural mentors

<b>Reports to</b>	President; full committee for activity reporting
<b>Time commitment</b>	2–4 hours per month (varies depending on cultural calendar and RAP activities)

*Note: This role involves building and maintaining relationships over time. It suits someone with a genuine commitment to this work, cultural awareness, and the patience to build trust thoughtfully. The previous cultural team's documentation, including the cultural strategic plan, is a valuable starting point.*

## Member Engagement Lead

The Member Engagement Lead is the information hub for RBMS members. They keep members informed about what is happening in their industry, and make sure members know about and use the benefits available to them through RBMS.

### Key responsibilities

- Monitor relevant industry news, new journal publications, policy updates, and sector developments
- Generate content for the RBMS newsletter (the Ephemeral)
- Keep the RBMS website current with relevant news and member information.
- Promote member benefits — including access to online tools, conference proceedings, and partner programs
- Coordinate and/or produce the RBMS STREAMing Podcast
- Report to the committee on member engagement activities and any feedback received

*Note: This role is NOT about external communications or marketing. While this Lead will be responsible for coordinating the content for these things, a professional will be engaged to support RBMS with its marketing and communications requirements.*

<b>Reports to</b>	Vice-President; full committee for activity reporting
<b>Time commitment</b>	3–5 hours per month (higher in newsletter production weeks and during podcast recording/editing)

## Career Development Lead

The Career Development Lead supports RBMS members to grow professionally. They coordinate the programs and resources that help members develop skills, build their careers, and connect with mentors and peers.

### Key responsibilities

- Coordinate the RBMS Mentoring Program
- Coordinate the RBMS Honours/Masters Research Scholarships program
- Identify and promote relevant training, courses, webinars, and educational opportunities for members
- Organise the annual Young Professionals — Career Pathways event
- Report back to the committee on program activities, uptake, and member feedback

<b>Reports to</b>	President; full committee for activity reporting
<b>Time commitment</b>	3–5 hours per month (higher during mentoring program intake period and scholarship rounds)

## Section 3: General Committee Members

---

General committee members contribute to RBMS throughout the committee year and are involved in its decision-making and planning. They are required to attend committee meetings and engage with a Committee Lead, to support their activities where needed. A general committee member gets to understand how RBMS works and the opportunity to provide input on what RBMS does next. This is the ideal role for new members to the RBMS committee.

General committee members are expected to:

- Support a Committee Lead with their responsibilities
- Attend and contribute to regular committee meetings (at least 8 per year, held via Teams on Monday evenings, 7–8:30pm or at a time agreed by the committee).
- Attend the Annual General Meeting (AGM) and Special General Meeting (SGM)
- Attend RBMS events and functions where possible
- Contribute to newsletters and social media content
- Undertake work between meetings to keep things moving

<b>Reports to</b>	A Committee Lead; full committee for activity reporting
<b>Time commitment</b>	2-4 hours per month (higher during specific activity delivery, e.g. event, program support, etc.)

## Section 4: Ad-hoc Members

---

Ad-hoc members are volunteers who contribute to RBMS in a defined, bounded way. They are not required to attend regular committee meetings, and their involvement is project- or task-based. The idea is to open up opportunities for RBMS members to get involved in events, programs or other activities without the need to necessarily join the committee. Ideally this will enable the committee to facilitate more activities and initiatives that it might otherwise not have capacity to deliver.

### How it works

- Each ad-hoc member is connected to a specific Lead, who is their main point of contact
- The Lead defines what is needed, agrees on a scope of work, and provides support and context
- Ad-hoc members are accountable to their Lead, not to the full committee
- The relevant Lead reports the ad-hoc member's contributions back to the committee
- Some ad-hoc members are long-standing contributors with ongoing access to RBMS files or tools — access is managed by the President at the start of each year.

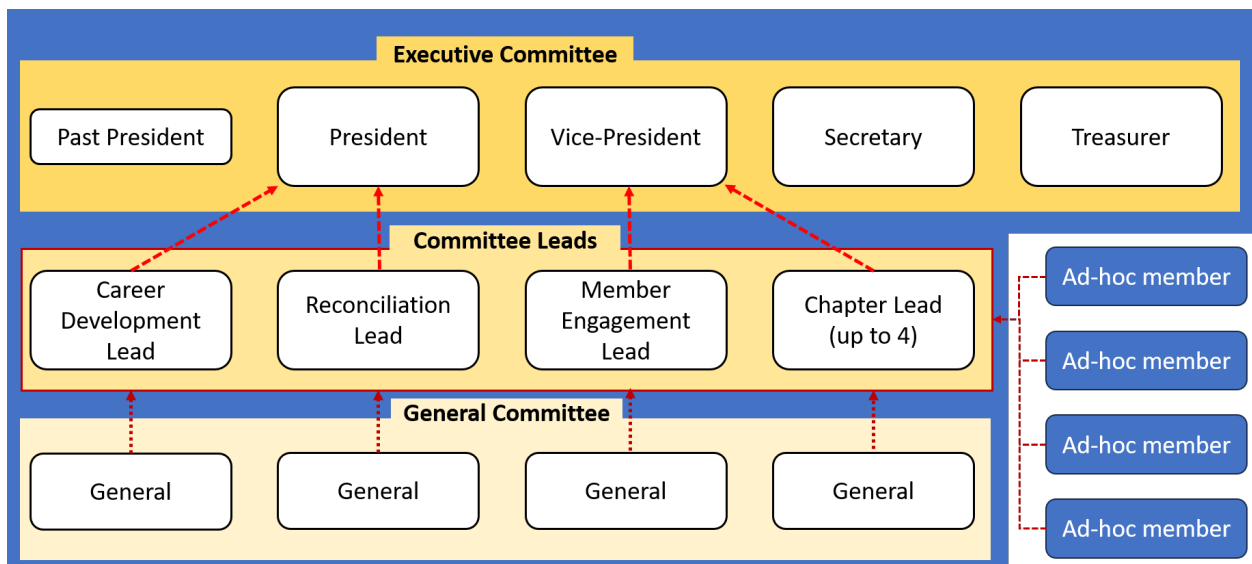
### Examples of ad-hoc roles

- A local member who helps a Chapter Lead organise a regional event
- A podcast producer or editor supporting the Member Engagement Lead
- A mentoring coordinator supporting the Career Development Lead
- A scholarship assessor or external reviewer supporting the Vice-President during a selection round

<b>Reports to</b>	A Committee Lead
<b>Time commitment</b>	Depends on the nature of their contribution, generally more hours required over shorter periods.

## Summary: All Roles at a Glance

Role	Tier	Reports To	Est. Hours/Month
President	Exec	Membership (elected)	4-6
Vice-President	Exec	Membership (elected)	3-5
Treasurer	Exec	Membership (elected)	2-4
Secretary	Exec	Membership (elected)	2-4
Chapter Lead (x4)	Lead	Vice-President	3-5
Reconciliation Lead	Lead	President	2-4
Member Engagement Lead	Lead	Vice-President	3-5
Career Development Lead	Lead	President	3-5
General Committee Member	General	Committee Lead	2-4
Ad-hoc Member	Ad-hoc	Relevant Lead	Varies



## Governance Notes

---

The following governance requirements from the RBMS Constitution are particularly relevant for committee members to be aware of:

- All positions must be advertised and re-nominated at the SGM each year (Rule 50-53)
  - Committee members must attend at least 6 of the required meetings per year — missing 3 consecutive meetings without leave of absence results in vacation of office (Rule 56)
  - Committee members must disclose conflicts of interest and absent themselves from related votes (Rule 65)
  - The President may not hold office for more than 3 consecutive years (Rule 55)
  - Any change to the Constitution requires a special resolution (75% majority) at a general meeting (Rule 79)
  - The Committee must meet at least 6 times per year (Rule 58); in practice, RBMS holds at least 8 meetings
-