



Volunteer Ambulance Officers Association of Tasmania Incorporated

A.B.N. - 49 452 275 349

www.tasmanianambulancevolunteers.asn.au

Our aim: To enhance pre-hospital patient care, by providing representation and support for the well being of Volunteer Ambulance Officers in Tasmania.

VAOAT BOARD POSITION DESCRIPTION

PRESIDENT

- must be a Member of VAOAT
- chair meetings of VAOAT
- decide - in consultation with the Executive - agenda items and meeting processes
- official spokesperson for VAOAT
- first point of liaison between AT and VAOAT
- take leadership on important issues for the organisation
- check VAOAT Board Forum regularly (minimum weekly) and respond with comments or agreement
- regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- liaise with webmaster and First Response editor on public communications
- liaise with members, and represent the policies and interests of the Association
- sign off on the Minutes before distribution
- be proactive in assisting, and willing to undertake projects of VAOAT as required
- advise the VAOAT executive if absent for more than two weeks

VAOAT CARES... communication, advocacy, representation, encouragement, support.



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VAOAT BOARD POSITION DESCRIPTION

VICE PRESIDENT

- must be a Member of VAOAT
- deputise for President in all official duties in the absence of the President
- take leadership on important issues for the organisation, as tasked by the Executive (i.e. strategic planning, policy formation, campaigns)
- check VAOAT Board Forum regularly (minimum weekly) and respond with comments or agreement
- regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- liaise with members, and represent the policies and interests of the Association
- be proactive in assisting, and willing to undertake projects of VAOAT as required
- advise the VAOAT executive if absent for more than two weeks

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VAOAT BOARD POSITION DESCRIPTION

TREASURER

- must be a Member of VAOAT
- keep accurate Financial records - computer & hard copy
- prepare & submit quarterly BAS to tax office
- prepare all required documents for annual audit and liaise with official Auditor as required
- prepare quarterly statement for VAOAT meeting, with copies distributed
- receive all monies paid to VAOAT & issue receipt
- arrange for prompt payment of accounts
- deposit all monies into our account ASAP
- send out annual membership reminders
- post membership card on receipt of payment for memberships
- liaise with members, and represent the policies and interests of the Association
- check VAOAT Board Forum regularly (minimum weekly) and respond with comments or agreement
- regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- be proactive in assisting, and willing to undertake projects of VAOAT as required
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SECRETARY

- must be a Member of VAOAT
- prepare & distribute meeting Minutes
- distribute Notice of meeting
- prepare Agenda
- distribute Nomination forms prior to AGM
- receive all correspondence - and pass membership forms and payments on to Treasurer
- in conjunction with Treasurer, keep a Membership Book
- prepare letters as directed
- arrange meeting venue & organise lunch
- be proactive in assisting, and willing to undertake projects of VAOAT as required
- liaise with Webmaster and First Response editor on public communications
- liaise with members, and represent the policies and interests of the Association
- check VAOAT Board Forum regularly (minimum weekly) and respond with comments or agreement
- regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
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VAOAT BOARD POSITION DESCRIPTION

BOARD MEMBER

- must be a Member of VAOAT
- attend General and Special meetings
- attend Board meetings and take directions as a Director of the Association
- check VAOAT Board Forum regularly (minimum weekly) and respond with comments or agreement
- regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- chair sub-committees as required
- be proactive in assisting, and willing to undertake projects of VAOAT as required
- liaise with members, and represent the policies and interests of the Association
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