



ABN 36 037 551 608

Incorp No A0051926L

EWHA Vice President – Position Description

Encouraging Women in Horticulture Australia Inc (EWHA) is a not-for-profit Victorian incorporated association. Its mission statement is:

To inspire, encourage, develop, empower and value all women in horticulture by providing opportunities for professional development and interaction, and by publicly recognising women's contributions.

Its aims and purposes are set out below. EWHA is a very supportive Association with a friendly and engaged Committee and members.

EWHA Aims & Purposes

- To encourage and support women in all areas of Horticulture and provide opportunities for professional development and recognition.
- To encourage and recognize the achievements and contributions of women working in the horticulture industry by creating an annual award.
- To advance horticulture by promoting a career in the horticultural industry as a desirable and worthwhile vocation.
- To facilitate mentoring and leadership opportunities for women in the horticulture industry.
- To create networking opportunities for women in horticulture.
- To undertake a leadership and advocacy role on behalf of women in the horticulture industry

The role of the Vice President is outlined in Part 1: Committee, Section 46 of the Model Rules (Association Incorporation Reform Regulations 2012) made under the Associations Incorporation Reform Act 2012. The position description should be read in conjunction with the model rules of the association for EWHA.

In addition you will be required to:-

1. To support the President where required by assuming any Presidential duties if requested e.g.
 - chairing meetings if the President is unavailable
 - representing the Association when the President is unavailable
 - helping to transition from one President to another if required
2. To manage the day-to-day operations of the Association, ensuring:
 - the Association accomplishes tasks to meet its overall mission objectives
 - there is continued growth
 - compliance with State/Federal guidelines
 - financial stability of the Association
 - payment of expenses with bank debit card where required
3. To authorise the organisation's actions by signing documentation and making commitments on behalf of the Association.
4. To create public awareness initiatives ensuring the Association remains visible to the public.



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5. To assume any other power or function, by delegation, as may be requested by the Committee.
6. Attend all Committee meetings;
 - Meetings are usually held monthly at a mutually agreed time and place, either face to face in person or via the use of technology
7. Be a financial member of EWHA.

Highly desirable, but not essential:

- Assist with planning and delivery of events (including attending Event Sub Committee meetings)
 - Sit on 1 or 2 subcommittees for event planning
 - Attend meetings for event planning as required
 - Event planning checklists are available as is training.
- Attend events and assist in the required setup, preparation and pack down
 - Attend a minimum of 3 events as a EWHA representative throughout the year.

Training will be provided where needed.

For more information about EWHA see <http://www.ewha.com.au/>

Version: 2020.1

Reviewed: 29 October 2020

Endorsed by Committee on: [10 November 2020]