



Branch Executive Roles & Responsibilities

Australian Education Union ACT Branch

Policy Number	POL011	Version	3
Last Reviewed	21/02/2018	Next Review	21/02/2020

INTRODUCTION

Branch Executive operates more effectively if the members of the Branch Executive know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that members of the Branch Executive know the duties and obligations of their elected position.

POLICY

The duties and obligations of the various positions of Branch Executive are identified in position summaries attached to this policy. If the responsibility for a specific duty is unclear or in dispute the Branch President shall make a ruling on the position allocated with the responsibility.

RESPONSIBILITIES

It is the responsibility of every member of the Branch Executive to be aware of the specific obligations of their elected position and act in accordance with them.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.

ATTACHMENTS

- POL011 Attachment 1 - General Member Position Summary
- POL011 Attachment 2 - Branch President Position Summary
- POL011 Attachment 3 - Branch Secretary Position Summary
- POL011 Attachment 4 - Branch Vice President Position Summary