



POWERtalk Australia Inc.

JOB SPECIFICATION – CREDENTIALS OFFICER

REPORTS TO:

Your reporting officer is the Association president.

ROLE DESCRIPTION:

The role of the Credentials Officer is to be responsible for delegates for Annual General Meeting.

CREDENTIALS OFFICER FILE SHOULD CONTAIN:

- POWERtalk Australia Constitution and Standing Rules updated from the immediate past conference, in *Word* and pdf format.
- POWERtalk Australia Board Policy Book
- Job Specification – Credentials Officer
- Association Roster, which will need to be replaced when new one is produced
- Previous term reports

EVERY OFFICER'S RESPONSIBILITIES

ON COMMENCEMENT OF THE TERM

1. Review files.
2. Clarify with the reporting officer any item not clearly understood or perceived to be missing from the file.
3. Confirm with the reporting officer the format and dates of reports required for the current term.

DURING THE TERM

1. Send electronic reports to the Association President by the dates notified at the beginning of the term.
2. Send copies of all correspondence to all members of the POWERtalk Australia Board.
3. Place articles as requested in the Newsletter.
4. Perform such other duties as assigned by the president of the Board.
5. The Association Board shall retain the right to replace any appointed officer or committee chairman not performing his/her duties effectively.



ON COMPLETION OF THE TERM – BY 15TH JULY

1. Final expense claims to be submitted.
2. Complete an end of term report including recommendations and forward to the reporting officer.
3. Retain in the file all information from the current term (yours) and the previous term ONLY, except those items that are marked “to be retained in file”.
4. Review file. List what needs to be updated. Forward this list with the file to the Incoming President.
5. If any material is thought by the officer to be important, pass with the file to the Incoming President for a decision on archiving.

SPECIFIC RESPONSIBILITIES

1. Be responsible for the preparation of the Credentials Form, to be distributed to clubs prior to the Annual General Meeting or a General Meeting, in conjunction with the Association Board.
2. Follow rules on delegates in accordance with **Clause 10.8 Voting**.
3. Receive Credentials Forms from clubs and follow up any tardy clubs.
4. Assist clubs with finding a representative at the Annual General Meeting or a General Meeting if no club member is available for the role of Delegate.
5. Prepare the Credentials Report for the Association Board. The Report should list:
 - Club name (in full), in alphabetical order
 - Charter number (if deemed appropriate still)
 - Name of Delegate
 - Name of Alternate Delegate, if provided by club.

This form will be included in the AGM Business Papers and will be used for the Roll Call.

6. At Conference, ensure all delegates and alternate delegates have registered and provide them with any material from the Association Board.
 - AGM Business Papers are not provided for delegates as they are responsible for providing their own copies.
 - Voting Cards are distributed to delegates either at the Delegates' Briefing (if held) or at the commencement of the AGM or General Meeting.
7. At the Annual General Meeting, conduct the **Roll Call** by announcing each club by name and asking the member acting as delegate to stand and respond by stating their name. **No other information is required to be stated for the Roll Call.**
8. At end of Roll Call, state number of clubs and number of delegates registered. All further information will be announced by the President.

Appendices:

Sample of Credentials Form

Sample of Credentials Report for Roll Call

DO NOT ALTER JOB SPECIFICATION WITHOUT APPROVAL OF ASSOCIATION BOARD.



POWERtalk Australia Inc.
ARBN 055 071 344
Annual General Meeting, (day and date)
(place of AGM)

Sample
Club Delegate Credentials Form
to be returned to **Credentials Chairman**, by

Club Name:	
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The members of this club have appointed/elected the following Delegate and Alternate Delegate to represent the club at the POWERtalk Australia Annual Conference on (date)

*(If your club does not have a delegate from your own members, one may be appointed in accordance with POWERtalk Australia Constitution **Article 10.8.3**. Please contact Credentials Chairman for assistance.)*

	Delegate	Alternate Delegate
Name:		
Club:		
Address:		
Email:		
Phone:		

Verification of Eligibility

The Delegate and Alternate Delegate for the club have paid dues and fees to all required levels of POWERtalk Australia.

Club President or Treasurer	OFFICE	
	NAME	
	DATE	

Please complete this form in the *Word* document and return a copy by email by (date) to the Credentials Chairman

POWERtalk Australia Credentials Chairman
Name:
Email:
Phone:
Date:



Sample
Roll Call and Credentials Report
Annual General Meeting, (day and date)

Credentials Chairman will announce the club name (not the Charter Number) and the club representative shall stand and respond with their own NAME.

No further information is required to be stated for the Roll Call.

10 Clubs	Charter	Delegate	Alternate
Armidale Communicators	2419		
POWERtalk @ The Hills	1720		
Diamond Valley Communicators	2968		
Hobart POWERtalkers	4029		
Parkview POWERtalkers	3349		
POWERtalk Brisbane Central	1647		
POWERtalk Brisbane South	2596		
POWERtalk Gold Coast	3606		
Southside Speakers	1369		
Waverley Communicators	2374		

Clubs in the Association	10
Delegates registered	
Clubs not represented	
Delegates required for a quorum (simple majority of clubs)	
Delegates with voting rights present at commencement of business session	
Votes required for a simple majority (Next whole number more than $\frac{1}{2}$ the <u>votes cast</u>)	
Votes required for a $\frac{3}{4}$ majority (for Special Resolutions) (Next whole number more than $\frac{3}{4}$ of the <u>votes cast</u>)	