

HRIA National Executive Committee Position Descriptions

All Executive positions will be declared vacant at the Biennial General Meeting to be held in October 2025 and are available for nomination which must occur by 1 May 2025.

*** All Executive Committee members must be able to use the internet and Zoom or equivalent, and send and receive emails. Given that most business is carried out electronically, without the need to meet in person, members of the HRIA Executive Committee may live in different states. Furthermore, according to the HRIA Constitution (9.3): *Where possible, members of the National Executive Committee shall be representative of the states and territories that have members.*

*** Nomination forms are available from the Honorary Secretary and may also be downloaded from the HRIA website: www.heritageroses.org.au – click on **Search** **QHeritage Roses Website** and type in **committee nomination form**.

Completed forms should reach the HRIA Honorary Secretary by 1 May 2025.

NB: In addition to the HRIA constitution as amended in 2020, HRIA office-bearers and committee members must comply with the legal requirements of the Associations Incorporation Act (SA) 1985. Further information is available on the SA Consumer and Business Affairs website (www.cbs.sa.gov.au) and at the Not-for-Profit Law Information Hub (www.nfplaw.org.au)

Honorary President

The role of the honorary president is to provide leadership, diplomatic and networking skills. This includes:

- Chairing the National Executive Committee and ensuring that it functions properly.
- Ensuring that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.
- Ensuring that appropriate policies and procedures are in place for the effective management of the society.
- Providing external representation of HRIA.

Vice-President

- Standing in for the president when necessary.

- **Honorary Treasurer**

The role of the honorary treasurer is to ensure oversight and management of the society's financial affairs. This includes:

Ensuring HRIA's Income and Expenditure is accurately documented.

- Reconciling bank statements (in consultation with the honorary membership secretary), and managing cash flow. Preparing Financial Statements each month for presentation at the Executive Committee Meeting.
- Preparing and monitoring an annual budget.
- Investing funds in consultation with the Executive Committee.
- Preparing Annual Accounts for the Auditor.
- Sending accounts to Journal advertisers.

Honorary Membership Secretary

The role of the membership secretary is to provide a point of contact for all HRIA members, and to maintain the membership register through the use of the WordPress Management System. Moderate computer skills are required.

The role includes:

- Managing membership subscriptions payments for new and renewed members through the WordPress Management System. This will include collecting mail from a PO Box.
- Assisting some members to renew their membership.
- Depositing cheques into the HRIA membership bank account.
- Liaise with and provide a report for the Treasurer re these deposits.
- Provide a written report for each Executive meeting.
- Provide a written report for each journal.
- Provide automated quarterly lists, to the HRIA Editor, of members who have requested a digital and/or printed journal.
- Provide Coordinators with an automated quarterly, or as requested, update of their region's membership status.
- Review the HRIA Membership Application/Renewal Form annually. Submit the form for approval then provide it for inclusion in the journal and website.
- Review annually the list of Honorary Annual Members, then submit for approval.

Honorary Secretary

The role of the honorary secretary is to support the chair in ensuring the smooth functioning of the national committee. This includes:

- Ensuring that meetings are effectively planned, organised and minuted in a timely fashion.
- Maintaining effective records, forward planning advice and administration.
- Managing incoming and outgoing correspondence, including preparing or assisting with correspondence as required.
- Upholding legal requirements in respect to record-keeping and reports.

Journal Editorial Team

The Journal is edited by one person assisted by a team. This team should include several proofreaders who have a range of expertise and who have access to a computer.

The team should assist in canvassing for articles.

The role of the Journal editor is to ensure the production of four Journal issues per year in a timely fashion and within budget, as determined by the national committee. This includes:

- Determining seasonal deadlines and sending reminders, as blind carbon copies (Bccs), to regional coordinators and advertisers regarding journal content and timelines.
- Determining the content and style of the Journal, and condensing articles where necessary.
- Layout may be undertaken by any member of the team. Microsoft Editor can be used, but if the editor wishes Adobe InDesign (which is preferred by printers) to be used, HRIA will fund leasing the program and an introductory course.
- Ensuring that rose names are correctly and spelt (HRIA uses helpmefind.com as its reference).
- Photos used should be clear and in high resolution.
- Including in each issue the business appropriate to that season.
- Liaising with proofreaders to ensure grammatical errors and stylistic inconsistencies are corrected, and matters requiring clarification are addressed prior to publication.
- Liaising with the printer regarding seasonal printing numbers and print distribution. (Currently, the printer arranges for the bulk of the printed journals to be mailed out Print Post, to Australian members.)

- Undertaking distribution of digital versions of the Journal, as Bccs, to members who request them. This may be undertaken by any member of the team.as can posting printed Journals to overseas members or new members.
- Liaising with the national treasurer, to ensure payment to the printer and Australia Post, and also claiming for extra postage and other costs.
- Ensuring that an archival digital version of each Journal, not including personal contact details, is sent within one month of issue to the National Library in Canberra, to be shared online with state libraries via the National edeposit scheme (NED).
- The editorial may not be damaging to HRIA, self-serving, or derogatory.

Honorary National Archivist

The Honorary National Archivist will work closely with the Honorary Secretary and the Webmaster to ensure that designated records of the Association are preserved in hard copy and/or digital format in the cloud and/or website in accordance with the Heritage Roses in Australia Inc. National Archive Policy.

Committee Member

The role of the ordinary committee member is to be proactive in assisting and supporting the office-bearers in the performance of their duties and in furthering the objects of the society. This includes:

- Undertaking specific projects or tasks as required.