

<b>Member</b>	<b>Position</b>	<b>Portfolio / tasks (indicative)</b>
<b>Caroline Moffatt</b> Campbelltown City Council	<b>President</b> Office Bearer	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Spokesperson / advocacy</li> <li>• Communication with Board Members</li> <li>• Attend external meetings as required</li> </ul>
<b>Michael Moyle</b> District Council of Mount Barker	<b>Vice President</b> Office Bearer	<ul style="list-style-type: none"> <li>• Assist President in role</li> <li>• Assist across all portfolios</li> <li>• Strategic review / goals</li> <li>• Attend external meetings as required</li> </ul>
<b>Holly Murray</b> District Council of Mount Remarkable	<b>Treasurer</b> Office Bearer	<ul style="list-style-type: none"> <li>• Monthly reporting</li> <li>• Term Deposit management</li> <li>• Financial statements</li> <li>• Collaborate with Secretary for financial processing (invoices etc)</li> </ul>
<b>Patricia Coonan</b> Think Purple Solutions	<b>Secretary &amp; Public Officer</b> External	<p><i>Refer to Engagement Specification for detailed role responsibilities.</i></p> <ul style="list-style-type: none"> <li>• Secretariat Duties (including invoicing)</li> <li>• Minute Secretary</li> <li>• Event Management</li> </ul>
<b>Holly Murray &amp; Patricia Coonan</b>	<b>Membership Officers</b> Treasurer & Secretary	<ul style="list-style-type: none"> <li>• Contact new officers for membership</li> <li>• Any member access issues</li> <li>• Contact person for membership queries and respond to member questions received</li> <li>• Website content (resources etc)</li> </ul>
<b>Holly Murray</b> <b>Jodie Hagger</b> <b>Michael Kelledey</b> <b>Michael Moyle</b> & <b>Patricia Coonan</b>	<b>Conference Committee</b> Board Members & Secretary  (all Board Members not on the Committee are invited to attend meetings optionally)	<ul style="list-style-type: none"> <li>• Work with secretary – registrations / venue liaison / program etc</li> <li>• Venue liaison</li> <li>• Delegate conference tasks as required-</li> <li>• Monitor action list and follow up</li> </ul>
<b>Kylie Sunners</b> & <b>Patricia Coonan</b>	<b>Sponsorship Officers</b> Board Member & Secretary	<ul style="list-style-type: none"> <li>• Collaborate with Secretary on Sponsorship proposals</li> <li>• Identify new sponsors</li> <li>• Liaise with sponsors for conference requirements (adverts, boothspace, opportunities, delegate gifts etc)</li> </ul>
<b>Lauren Straiton</b> & <b>Sacha Holme</b>	<b>Development Officers</b> Board Members	<ul style="list-style-type: none"> <li>• Training opportunities</li> <li>• Fact Sheets series co-ordination</li> <li>• Project opportunities (R &amp; D scheme, guideline development etc)</li> <li>• Mentor Program (if applicable)</li> </ul>
<b>Caroline Moffatt</b> & <b>Tegan Cornelissen</b>	<b>Advocacy Officers</b> President & Board Member	<ul style="list-style-type: none"> <li>• Consider opportunities for advocacy submissions</li> <li>• Identify matters for distribution and prepare email content</li> <li>• Co-ordinate RPSA submissions on topical issues / consultation as required</li> </ul>
<b>Michael Kelledey</b> Kelledey Jones Lawyers	<b>Legal Support</b> Board Member	<ul style="list-style-type: none"> <li>• Verification of documents</li> <li>• Project / guideline preparation or review</li> <li>• Assist in advocacy opportunities and submissions</li> <li>• Conference/training presentations</li> </ul>

\*Each officer is responsible for co-ordination of area of responsibility – delegate and collaborate will all Members as required\*

\*Standing item in each agenda for update from each officer on area of responsibility\*