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Old Collegians' Association – Executive Committee Charter 2017

Objectives

The objective of this Charter is to document what is expected, at a minimum, from the Old Collegians' Association (OCA) Executive Committee as both a whole and individually with regards to formulating and implementing the direction of the OCA. It also serves as an information tool for Old Collegians considering joining the committee to determine whether they can devote the necessary time and effort to the cause and, if so, in what position.

OCA Executive Committee Positions

Positions within the OCA Executive Committee are as follows:

- President
- Vice-President
- Treasurer (does not need to be a committee member)
- Secretary (does not need to be a committee member)
- a Young Old Boy nominee
- a Vintage Collegian nominee
- 'standard' committee members

As per the OCA Constitution there is no fewer than 4 and no greater than 10 voting committee members at any given time.

It is expected that the President, Vice President, Treasurer and Secretary's roles and responsibilities are in addition to that of the 'standard' committee members (refer to *Appendix i*).

In addition, BBC provides the OCA Executive Committee with:

- Director of Alumni
- Development and Events Coordinator

Refer to *Appendix ii* for what the OCA Executive Committee should expect from the Director of Alumni and Development and Events Coordinator. It should be noted that the Director of Alumni currently looks after the Community Relations portfolio at the school as well, and that the Development and Events Coordinator also supports the Director of Development and the Foundation.

OCA Executive Committee Roles and Responsibilities

To the extent that the OCA Executive Committee sets itself clearly identifiable and achievable goals, the committee is expected to meet these goals. When appropriate the OCA Executive Committee will also set individual committee member goals. It is expected that each and every individual committee member contribute to the overall cause.

The expectations of committee members can be broadly broken into four roles, being:

1. Meetings;
2. Portfolios & Sub-Committees;



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3. Homework & Project Work; and
4. Programs & Events

1. Meetings

The OCA Executive Committee hold 10 scheduled formal meetings per year. Committee members are expected to attend these meetings, ideally in person, or at least by teleconference.

It is expected that committee members express their opinions in these meetings and respect the opinions of their fellow members. Healthy and vigorous debate is welcome and encouraged. Fresh ideas and strategies are always welcome.

2. Portfolios & Sub-Committees

Individual Executive Committee members are expected to 'hold' an OCA portfolio, which they are responsible for on behalf of the committee. These pillars include: President; Vice President; Finance (Treasurer); Young Old Boys; Vintage Collegians; Foundation & Fundraising; Communications; Major Events; Professional Networking; and Community Engagement. They will provide monthly reports at each committee meeting (see *OCA Executive Committee Portfolios* for detail of portfolios).

Executive Committee members may also sit on sub-committees from time to time, formed as required in relation to OCA programs and events. An example would be the Long Lunch Sub-Committee.

3. Homework & Project Work

Homework and project work is a consequence of both committee meetings, and portfolio and sub-committee tasks. It can be as minor as sourcing someone's contact details and as substantial as penning this Charter. Each committee member is expected to share in this workload at various stages.

4. Programs & Events

All committee members are expected to assist with the OCA's programs and events.

Committee members are expected to:

- Drive numbers and assist with the marketing and communication of events and programs;
- Liaise with Year Group Facilitators;
- Assist with the set-up and pack-up (set up at a minimum) of OCA major events - Long Lunch, Golf Day, 10-Year (Decade) Reunions and Old Boys' Day; and
- Have a presence at, and help manage, all events (minimum number at each event to be agreed by the committee in advance)

Where events are constrained to attendee limits the committee is expected to work as hard as it is required to max an event out. We acknowledge driving numbers is hard work but ultimately our goal is to make old boys believe that if they don't purchase their event tickets early they will miss out. In turn, the task of driving numbers will become easier if old boys believe they may miss out.



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Appendix i

President's Role

- Chairperson for Executive Committee meetings;
- Oversee and manage all business pertaining to OCA matters;
- Outline the strategic direction and objectives of the OCA in consultation with the Executive Committee;
- Plan the annual OCA Budget in consultation with OCA Treasurer and Director of Alumni;
- Figurehead and OCA representative at programs and events;
- Liaise with the Headmaster on school matters;
- Liaise with the Chairperson of the Foundation on fundraising matters;
- Liaise with the School Council;
- Report business of OCA at AGM

Vice President's Role

- Chairperson for Executive Committee Meetings, in the absence of the President;
- Support and manage programs and events, in the absence of the President;
- Liaise with the Headmaster on school matters, in the absence of the President;
- Generally, act as a 'back-up' for the President if and when the President is unavailable

Treasurer's Role

- Plan the annual OCA Budget in consultation with OCA President and Director of Alumni;
- Liaise with the Director of Alumni to review and comment on the OCA monthly finances;
- Review any proposals that may have a financial impact on the OCA;
- Communicate at Executive Committee meetings, a monthly report that
 - i) Outlines income and expenditure for each OCA program and event by month;
 - ii) Outlines OCA's overall financial position (Balance Sheet)

Secretary's Role

- Compose minutes of the proceedings of Executive Committee meetings;
- Communicate matters pertaining to OCA meetings;
- Coordinate with the BBC Alumni Office the management and administrative business of OCA programs and events



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Appendix ii

Director of Alumni's Role

- Work closely with the OCA Executive Committee to ensure strong and productive relationships between members and the school;
- Plan, implement and promote alumni programs that support the OCA's strategic plan and objectives;
- With the Development and Events Coordinator, act as the contact point between Old Boys and the school;
- With the Development and Events Coordinator, ensure accurate and complete alumni database records via surveys, projects, correspondence, website, postal returns and events;
- Establish and build relationships with a wide range of alumni (locally, regionally, nationally and internationally) and maintain regular communication with alumni;
- Promote to graduating students the alumni benefits and engage them in programs and events;
- Work with the Director of Admissions and Director of Marketing to include alumni involvement in the admissions process where relevant;
- Work with the Careers Office to plan the growth and accessibility of career networking services for students and alumni;
- Collaborate closely with advancement colleagues in increasing support from alumni;
- Plan the annual OCA Budget in consultation with OCA President and OCA Treasurer

Development and Events Coordinator's Role

- Assist the Director of Alumni in achieving the aims of the BBC Alumni Office and OCA;
- Assist the Director of Alumni in developing new relationships and reinforcing existing relationships with members and friends of the BBC community through the implementation of a variety of programs;
- Assist the Director of Alumni in providing support to the OCA and its activities; and
- Assist the Director of Alumni with day to day administration of the affairs of the Alumni and Community Office.