

Statistical Society of Australia, Victorian Branch (SSA Vic)

Council positions:

1. [President](#)
2. [Vice-President](#)
3. [Secretary](#)
4. [Treasurer](#)
5. [Membership Officer](#)
6. [Communications Officer](#)
7. [Early Career and Student Statisticians Representative](#)
8. [Industry Representative](#)
9. [Deputy positions: Secretary, Treasurer, Membership Officer, Communications Officer](#)

Other roles:

10. [Event Coordinator](#)
11. [Event team member](#)

Non-council roles:

12. [Volunteer](#)
13. [Advisory Committee member](#)

■ Council Structure

The SSA Vic Council consists of up to 12 members. Four of the 12 members hold [deputy positions](#).

The council is supplemented by the following committees, usually formed by members of the council (members may sit on multiple committees):

- **Events teams** – For each event there will be an [Event Coordinator](#) and [some helpers](#) to ensure that event organisation progresses smoothly.

- **Strategy Committee** – Once a year, this committee is formed to evaluate the current state of the branch, to propose operational changes and improvements, and to start planning for next year's events.

The following committee is formed by non-council members:

- **Advisory Committee** – A committee that is separate to the council, usually comprised of senior statisticians and/or previous council members, typically invited by the President to provide advice on council issues.
- **Volunteer** - An individual who may attend council meeting or help in event coordination but do not have voting rights of a council member.

■ President

The President leads and represents the branch. They oversee the duties of other council members and are responsible for the overall direction of the branch's activities.

Responsibilities

At Vic council meetings:

- Chairs the meeting.
- Leads the delegation of action items amongst the council members.

At seminars and events:

- Invites speakers for the monthly seminar series.
- Introduces the SSA and speakers at events.
- Acts as a spokesperson for the Vic branch.

Other:

- Chairs the meetings of any committees on which they sit (e.g. Strategy Committee).
- Decides on the Belz Lecturer, in consultation with the rest of the branch council.
- Nominates members for the Advisory Committee, in consultation with the rest of the branch council.
- Acts as a signatory for SSA Vic in financial matters, in line with our Constitution.

- Attends SSA Central Council meetings.
- Attends the Branch Presidents meetings.
- Communicates with other SSA branches and committees.
- Ensures other council members are fulfilling their roles and designated tasks.
- Prepares reports of branch activities for the AGM and Central Council AGM.
- Leads the recruitment of new council members to fill current or future vacancies. Ideally done early, to allow for smooth succession.

Attributes

- Is well-informed of the branch's activities and able to provide oversight on these.
- Understands the branch's Constitution, Strategic Plan, rules and procedures, and the duties of other council members.
- Develops good relationships inside and outside the branch's membership.
- Is a good role model and 'public face' for the branch.

■ Vice-President

The Vice-President's role is to shadow and step into the President's role if the President is unavailable, or if they are directed to do so.

A candidate who is considering the role of President of SSA Vic must commit to a 2-year term and also 2 single-year terms as Vice-President. The first term as Vice-President happens before presidency, to help the candidate prepare for succession. The second term as Vice-President happens after presidency, during which time they will help to mentor the incoming President.

Responsibilities

- Assists the President with their responsibilities.
- When the President is unable to fulfil their duties, the Vice-President will step in and assume responsibility. For example, doing introductions at the start of an event which the President was unable to attend.
- In the year preceding the Vice-President's transition to President, they will take the time to learn from the current President on what their role and responsibilities will be.

- In the year after their two years as President, the Vice-President will be available to provide support to the new President if and as required.

Attributes

- Is well-informed of the branch's activities and able to provide oversight on these.
- Understands the branch's Constitution, Strategic Plan, rules and procedures, and the duties of other council members.
- Develops good relationships inside and outside the branch's membership.
- Is a good role model and 'public face' for the branch.
- Is able to raise concerns with the President as needed.

■ Secretary

The Secretary is responsible for managing the branch's internal communication, administration and records.

Responsibilities

At Vic council meetings:

- Sends calendar invitations for SSA Vic council meetings to the council members (a few weeks before the meeting) and books the meeting room.
- Circulates the agenda for council meetings as a Google Doc so that other council members can prepare and make additions if necessary (ideally a week before meeting).
- Takes minutes at council meetings and ensures they are available for viewing on our Google Drive afterwards.
- Is the custodian of the branch's access and accounts for various online services (e.g. Meetup, SurveyMonkey, TryBooking, Vimeo, Consumer Affairs Victoria).
- Fronts the initial cost of the Branch's Meetup account (but can then seek reimbursement).
- Responsible for responding to incoming correspondence via our branch's email address.
- Attends SSA Central Council meetings.

Other:

- Ensures that the various records required by the branch's Constitution are maintained and updated. For example, lists of current council members or minutes of meetings.
- Manages the Google Drive directory holding the branch's records and documents, including keeping operational documents up to date (such as the record of branch councils and the induction document).
- Acts as a signatory for SSA Vic in legal and financial matters, in line with our Constitution.
- Conducts exit interviews of departing council members.
- Ensures the Branch's Consumer Affairs Victoria account is up-to-date.

Attributes

- Is familiar with the operation of the branch.
 - Understands the branch's Constitution, Strategic Plan, rules and procedures, and the duties of other council members.
 - Is organised and timely.
 - Able to delegate workload to deputy when required.
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■ Treasurer

The Treasurer supervises the finances of the branch.

Responsibilities

At Vic council meetings:

- Delivers a brief report about the branch's financial position and any major income or expenses, either recent or upcoming.
- Can speak in detail about any aspect of the branch's finances.

Other:

- Maintains accurate records of the branch's income and expenses.
- Leads the creation of the yearly budget for the branch.

- Regularly tracks the branch's income and expenses against the budget, alerting the council where there are substantial deviations.
- Manages the branch's money to make the most effective investments
- Administers the branch's bank and other accounts (e.g. TryBooking).
- Organises any payments that need to be made by the branch.
- Organises reimbursements for anyone incurring SSA Vic expenses (typically, other council members).
- Acts as a signatory for SSA Vic in financial matters, in line with our Constitution.
- Provides support during any audits.
- Organises and oversees the yearly audit of the accounts prior to the AGM.

Attributes

- Is financially literate: is able to undertake basic accounting and budgeting tasks, and has knowledge about basic types of investments.
- Has good organisation skills.
- Is transparent and trustworthy with financial matters.
- Processes payments and reimbursements promptly.
- Able to delegate workload to deputy when required.

■ Membership Officer

The Membership Officer executes the branch's membership strategy, maintains the branch's membership records and ensures that branch members feel 'seen' and welcome.

Responsibilities

- Emails new branch members with a 'welcome to SSA Vic' email.
- Coordinate with the Communications Officer and Secretary to add new members to mailing list and sending them the welcome email.
- Follows up with lapsed members to see if there were any issues that should be addressed.

- Relays an update on recruitment and members sentiments to the council via the monthly meeting report system.
- Attends the regular meetings of Membership Officers.

Attributes

- Is affable, friendly and sociable.
- Is sensitive to and supportive of the diversity in the branch's members.
- Is aware of and enthusiastic about the branch's events and activities.
- Is a good listener, and is attuned to the interests and concerns of members.
- Is a good role model and public face for the branch.
- Makes an effort at events to connect new members to existing members.
- Able to delegate workload to deputy when required.

■ Communications Officer

The Communications Officer executes the branch's communications strategy and manages external communications.

Responsibilities

- Solicits items about branch events for the SSA national newsletter.
- Ensure our websites and social media platforms are current and informative.
- Coordinates with the Event teams and ensures that branch events are listed on the SSA website and Meetup pages.
- Manages the branch's social media presence by responding to online interactions and posting the branch's events.
- Sends announcements of our events to various mailing lists and our Meetup group (ideally: 2 weeks before, then again 1-2 days before).

Attributes

- Able to write communications which are clear, concise, and friendly in tone.

- Comfortable with social media platforms such as Facebook and Twitter.
- Able to coordinate and work with others.
- Good time management and planning skills, able to keep track of upcoming events and send out announcements on time.
- Able to delegate workload to deputy when required.

■ Early Career and Student Statisticians Representative

The Early Career and Student Statistician (ECSS) Representative supports the needs of branch members who are students or in the early stages of their careers (loosely, within 5 years since graduation).

Responsibilities

- Is involved in organising events targeted at ECSS members.
- Represents SSA Vic on committees for other events targeting ECSS members (e.g. sessions for early careers researchers at the Australian Statistical Conference and represents the branch on ECSS Conference committees).
- Collaborates with the Communications Officer to handle communications between the branch and its ECSS members.
- Relays important events and funding opportunities to ECSS members
 - not specifically restricted to SSA Vic opportunities.
- Represents the interests of, and advocates for, ECSS members.
- Provides the perspective of an ECSS on the council.
- Seeks and forwards feedback from ECSS members to better represent their needs.

Attributes

- Is themselves a student or early-career statistician.
- Is able to engage with ECSS members in a sociable and inclusive manner.
- Is aware of and enthusiastic about the branch's events and activities.
- Is a good listener, and is attuned to the interests and concerns of ECSS members.

- Is a good role model and public face for the branch.
- Makes an effort at events to connect new members to existing members.

■ Industry Representative

The Industry Representative supports the needs of branch members who work in business, government or non-profit organisations (i.e. non-academic).

Responsibilities

- Is involved in organising events with an industry focus.
- Represents SSA Vic on committees for other events targeting statisticians/data scientists in industry.
- Builds the profile of the Vic branch in industry.
- Finds out about university careers events and plans potential SSA Vic involvement
- Collaborates with the Communications Officer to handle private and public communications between the branch and its industry statistician members.
- Seeks feedback from members in industry so the Vic branch can better service their needs.

Attributes

- Is themselves a professional in a non-academic organisation.
- Is able to engage with other industry professionals in a sociable and inclusive manner.
- Is aware of and enthusiastic about the branch's events and activities.
- Is a good listener, and is attuned to the interests and concerns of industry statistician members.
- Is a good role model and public face for the branch.
- Makes an effort at events to connect new members to existing members.

■ Deputy Secretary / Treasurer / Membership Officer / Communications Officer

Four of the council member roles have a supporting deputy. The regular requirements of a deputy will be less than the primary council member for their role, but the deputies may be delegated any of the tasks typically performed by the primary council member.

Responsibilities

- Available to perform the duties of the primary council role when the primary council member delegates the task.
- Attends branch meetings.

Attributes

- Is enthusiastic about the core purposes and principles of the branch.
- See primary council member role description for attributes

■ Event Coordinator

The Vic Branch aims to run 10 monthly events, and a few extra ad hoc events throughout the year. Each event will have a nominated Event Coordinator, decided at council meetings, who is responsible for completing or delegating duties pertaining to that event. Event Coordinators can be Council Members or Volunteers.

Responsibilities

- Create and manage the event documentation on Google Drive.
- Ensures timely preparation and organisation of events' requirements.
- Coordinates with the Communications Officer(s) in advertising and promoting the event to Branch members.

At seminars and events:

- Makes bookings for our post-seminar dinners and social events.
- Confirms attendance numbers for the post-seminar dinners and notifies the restaurant.

Attributes

- Is enthusiastic about the core purposes and principles of the branch.
- Is reliable and organised.

- Can delegate and communicate the roles of the Event Team.
- Is the most appropriate council member for the particular event (e.g. ECSS rep coordinates a ECSS statisticians event).

■ Event team members

The role of an event team member is to support the Event Coordinator and make sure each event is organised and runs smoothly. Event team members can be Council Members or Volunteers.

Responsibilities

- Assists the Event Coordinator to ensure timely preparation and organisation of events' requirements.

At seminars and events:

- Takes on assigned responsibilities and executes them.

Attributes

- Is enthusiastic about the core purposes and principles of the branch.
- Is reliable and organised.

■ Volunteer

An individual who does not hold a position on the council may join in council proceedings without the obligations and responsibilities of a council member. For example, they may wish to attend meetings in preparation for joining the council, provide one-off assistance with a particular event, or be a regular contributor who helps with various duties but does not wish to take on the full obligations of a council member.

Responsibilities

- None, except those they volunteer for (e.g. joining an events team)

■ Advisory Committee member

Members of the Advisory Committee provide guidance and advice to the Vic Branch Council. They are not members of the council, but would typically be senior statisticians who have previously served on the council. Members will normally be nominated by the President and will communicate with the council usually via the President or Secretary. The term of the Committee will be the same as for the council that nominated it.

Responsibilities

- Available to answer questions and provide advice to the council, primarily by contact via the President or Secretary.
- If available, attend specific council meetings when invited to do so.

Attributes

- Knowledgeable about the purpose and goals of the branch.
- Experienced in the governance of the society or related organisations.
- Enthusiastic about developing the leadership and management skills of council members.