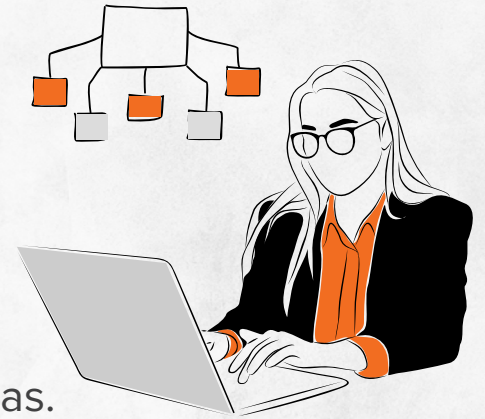


ROLES AND RESPONSIBILITIES WITHIN A BRANCH

Each branch functions best when leadership roles are clearly defined. These volunteer positions are essential to the effectiveness and continuity of local engagement. Below is a detailed breakdown of common roles, their responsibilities, and the expected level of commitment.

1. BRANCH CO-ORDINATOR:



CORE DUTIES:

- Lead all branch meetings and set meeting agendas.
- Serve as the key point of contact with One Nation HQ.
- Ensure meetings adhere to the Code of Conduct and by-laws.
- Oversee compliance with governance, financial, and reporting rules.
- Encourage new membership and facilitate volunteer engagement.

RATIONALE:

This is the leadership role responsible for keeping the branch on mission. It requires strong communication skills, the ability to organise, and comfort using basic online tools (email, the branch portal). The Co-ordinator should also support the Secretary in ensuring meeting minutes are submitted via JotForm within 48 hours of each meeting. As one of the three main committee roles, the Branch Co-ordinator is subject to Party vetting procedures.

COMMITMENT:

Moderate but high time commitment in election cycles.

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2. SECRETARY:

CORE DUTIES:

- Maintain attendance registers and record accurate meeting minutes.
- Submit meeting minutes via the official JotForm within 48 hours of each meeting.
- Handle official correspondence to and from HQ.
- Notify members of upcoming meetings in a timely fashion.
- Keep records of decisions, motions, and branch submissions.

RATIONALE:

The Secretary is the branch's administrator, ensuring there is an accurate, accessible written history of actions taken. Timely submission of minutes is essential to keeping HQ informed and avoiding compliance delays. As one of the three main committee roles, the Secretary is subject to Party vetting procedures.

COMMITMENT:

Moderate and consistent workload, suitable for an organised, detail-oriented member.



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3. TREASURER:

CORE DUTIES:

- Track and document all branch fundraising income.
- Submit financial records and donation details to HQ using approved formats.
- Help set and review fundraising goals in consultation with the Co-ordinator.
- Ensure the branch complies with fundraising procedures outlined by HQ.



RATIONALE:

While branches cannot hold funds directly, this role is crucial for managing the process and paperwork to ensure integrity and legal compliance. As one of the three main committee roles, the Treasurer is subject to Party vetting procedures.

COMMITMENT:

Variable workload based on fundraising activity.
Needs accuracy and reliability.

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4. FUNDRAISING CO-ORDINATOR:



CORE DUTIES:

- Plan and run fundraising events to help meet branch levies and campaign needs.
- Work collaboratively with the Treasurer to document and report earnings.
- Motivate branch members to engage in fundraising activities.
- Assist in applying for fundraising approvals from HQ.

RATIONALE:

Active fundraising supports the viability of campaign activities and the branch itself. In smaller branches, this role may be combined with the Events Co-ordinator role.

COMMITMENT:

Event-based workload, best suited to outgoing, motivated members with community contacts.

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5. CAMPAIGN CO-ORDINATOR:

CORE DUTIES:

- Organise booth rosters, signage placement, and event logistics during election periods.
- Recruit and manage volunteers for election campaigns.
- Liaise with HQ and endorsed candidates to execute local campaign strategy.
- Help disseminate campaign materials and coordinate digital outreach.



RATIONALE:

This role is central during election cycles. It turns branch activity into electoral impact. This role is active only during election cycles and is not required as an ongoing branch position outside of these periods. In smaller branches, this role may be combined with the Volunteer Co-ordinator role.

COMMITMENT:

High during campaigns, moderate at other times.

Great for members with planning and people skills.

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6. EVENTS CO-ORDINATOR:

CORE DUTIES:

- Plan and organise branch events, including meetings, social gatherings, and community engagement activities.
- Coordinate venue bookings in line with HQ approval requirements.
- Manage event logistics, including catering, seating, signage, and equipment.
- Work with the Branch Co-ordinator to schedule events that align with branch and campaign priorities.
- Liaise with members and volunteers to promote attendance and participation.



RATIONALE:

Well-run events strengthen member engagement and community visibility. This role ensures events run smoothly and reflect positively on the Party. In smaller branches, this role may be combined with the Fundraising Co-ordinator role.

COMMITMENT:

Variable workload, increasing in the lead-up to events. Suited to organised members who enjoy logistics and bringing people together.

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7. VOLUNTEER CO-ORDINATOR:

CORE DUTIES:

- Recruit new volunteers and maintain an up-to-date register of branch volunteers and their availability.
- Match volunteers to branch activities and roles based on skills and interest.
- Support onboarding of new volunteers, including guidance on Party expectations and Code of Conduct.
- Recognise and encourage volunteer contributions to support retention.
- Liaise with the Branch Co-ordinator and other office holders to identify where volunteer support is needed.

RATIONALE:

Volunteers are the backbone of every branch. This role ensures volunteers are welcomed, well-utilised, and supported, reducing turnover and strengthening branch capacity. In smaller branches, this role may be combined with the Campaign Co-ordinator role.

COMMITMENT:

Ongoing, moderate workload with peaks around events and campaigns. Best suited to members with strong people skills and genuine enthusiasm for encouraging others.



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Each of these positions contributes to building a sustainable and successful branch. Members are encouraged to select roles that match their time availability and interests. Branches may tailor responsibilities or establish new positions (e.g. Youth Liaison) with approval from HQ to suit local needs.

All branch executives are expected to model Party values, remain in good standing, and collaborate closely for the benefit of their local community and the Party's electoral goals. All office holders should support the Secretary in meeting the requirement that meeting minutes be submitted via the official JotForm within 48 hours of each meeting, as this is a firm compliance standard across all branches.