



NSW Neighbour Aid & Social Support Association Inc.

Job Description for Regional Representatives

There are 13 regions that make up NSW NASSA and each region has a Regional Representative who is elected each year. The Regional Representative must be nominated and seconded in writing by members in their region. Nomination forms are to be submitted to the Executive Committee at the next Annual General Meeting and the elected Representatives will be announced during that meeting.

The objectives of the Regional Representative of NSW NASSA are to:

- Support and provide information to members in their region as requested by the Executive Committee
- Assist the Executive Committee to increase the profile of NASSA
- Represent NASSA's interests at discussions / meetings with other organisations

Regional Representatives have the following duties and responsibilities:

1. Encourage renewal and new memberships of NSW NASSA and follow up on non-renewals, as identified by the Treasurer.
2. Make arrangements (venue, refreshments, recommend accommodation, guest speakers) when NASSA holds a Regional Meeting in your area.
3. Attend and assist in organising your Regional Meeting and send a summary to the Regional Representative Liaison Officer (RRLO).
4. Identify issues in your region for the attention of the Executive.
5. Attend Annual Conference and Regional Representative Meetings.
6. Prepare a Regional Report for inclusion in the NSW NASSA Annual Report.
7. Identify issues in your region for the attention of the Executive.
8. Maintain a list of Neighbour Aid and Social Support services in your Region.

All correspondence received (or sent) on behalf of NSW NASSA must be presented to (or have prior approval of) the Executive. No NSW NASSA policy statement (verbal or written) is to be made without prior approval of the Chairperson, Secretary and Treasurer.

Use of the NSW NASSA logo is prohibited without permission from the Executive Committee.