

Queensland Local Government & Corporations Chapter

Frequently Asked Questions and Roles & Responsibilities

How do I nominate for a position on the Chapter Council?

You need to fill out a nomination form and be nominated by two Professional Members and return it to the Returning Officer by the set date, there will also be nominations taken and accepted at the General Meeting.

Everyone on the Chapter Council seems to be more experienced and qualified than me.....

Everyone is welcome to sit on the Chapter Council – everyone has to start somewhere. We are all volunteers and the more hands, the easier the work.

What if more than 1 person stands for the 1 position?

A ballot is required for the position if more than 1 person stands for a position. If this occurs, the Returning Officer will send out voting papers to all Professional Members (only Professional Members have the capacity to vote as per our Constitution).

How long do I have to stay on Chapter Council?

Appointment to the Chapter Council is for 1 year for all positions other than the President. The president position now has a two year term. If at any time of course your situation changes it is up to you to determine if you are able to continue on the Council or not.

What is a quorum for a Chapter Council meeting?

To hold a Chapter Council Meeting, you should have at least 50% + 1 member of the Council in attendance.

How often does the Chapter meet?

The Chapter holds three events per year, two chapter full day meetings and one two day symposium. The schedule for these is determined at the first Chapter Council Meeting held in July/August, with the dates and venues being distributed to delegates when confirmed.

The Chapter Council meets separately around four times a year for approximately two hours each meeting. Chapter Council members can dial into these meetings if they are unable to attend in person.

What is the purpose of a Chapter?

- To provide opportunities to meet with other members and records professionals to discuss issues of interest.
- To keep up to date with changes in legislation, policies, standards, technical knowledge etc.
- To exchange information through networking and encourage members to share experiences and information.
- To provide opportunities and encourage members to attend seminars, courses, conferences, workshops and other training.
- To encourage membership of the RIM Professionals Australasia.

Who should I contact to discuss the Chapter election further?

You can discuss this with any of the current Chapter Council members or contact the President. The contact details are on the RIMPA website – [click here](#).

What are the roles and responsibilities of the Chapter Council?

The roles and responsibilities for each Office Bearer are:

Position	Responsibilities
<p>President</p> <ul style="list-style-type: none"> • Must be a financial professional member • Elected for a 2 year term 	<ul style="list-style-type: none"> • Act as an executive member of the Chapter Council • Oversee the Chapter Council • Chair each meeting of the Chapter, including the General Meeting • Chair the Chapter Council meetings • Assist in the coordination of each meeting - ie agenda items, presentations; liaise with host of meeting, welcoming speeches • Write and approve any relevant correspondence to agencies or individuals • Coordinate the Chapter action plan • Complete the Chapter annual report • Distribute 'Welcome to Chapter' e-mail to new RIM Professionals Australasia Queensland members • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship
Vice President	<ul style="list-style-type: none"> • Act as an executive member of the Chapter Council • Assist in the overseeing of the Chapter Council • Chair Chapter meetings where the President is unavailable • Chair Chapter Council meetings where the President is unavailable • Assist in the coordination of each meeting - ie agenda items, presentations; liaise with host of meeting, welcoming speeches • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship
Secretary	<ul style="list-style-type: none"> • Act as an executive member of the Chapter Council • Responsible for all formal Chapter correspondence • Prepare and distribute requests for agenda items and final agendas for all meetings • Take and distributes minutes of each Chapter Council meeting • Maintain and coordinate Chapter email delegation list and liaises with RIMPA representative. • Maintain Chapter annual Action Plan • Circulate relevant information to all delegates • Circulate 'Requests for information' to the delegates list • Assist and coordinate Chapter meetings with host within respective areas • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship

Position	Responsibilities
Delegate to Branch Council	<ul style="list-style-type: none"> • Represent the Chapter on the Qld Branch Council and provide Chapter report • Attend bi-monthly Qld Branch Council meetings • Provide updates at Chapter meetings on Branch and Strategic matters where applicable • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship
Marketing Officer	<ul style="list-style-type: none"> • Provide update at each Chapter Council meeting • Review and monitor attendance records of each meeting • Develop promotional material for use by the Chapter and members • Write and coordinate the submission of Chapter article for the Qld Branch 'RIM Update' newsletter • Liaise with the Qld Branch Council 'RIM Update' coordinator with regard to Chapter and web updates for RIM Professionals Australasia website • Maintain and update Chapter Marketing Plan • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship • Coordinate the annual Chris Simpson Awards
Councillors/Supporters	<ul style="list-style-type: none"> • Assist wherever practical with all positions • Provide back up if requested to the Secretary and Marketing Officer positions • Assist in the coordination of each full day meeting & Symposium in relation to agenda items, presentations, themes and sponsorship