Title of Council Management Position:  **President**

Mission of Position: To

* + - * Provide strategic leadership and direction to the Institute
			* Represent the Institute when necessary
			* Ensure Constitution and By-laws are adhered to
			* Ensure and assist managers maintain their mission
			* Learn and understand current issues that affect professional chefs
			* Ensure standards and professionalism is the hallmark of the association

Tasks

* + - Chair meetings
		- Attend events to represent  AITC
		- Delegate new tasks to most suitable Council member
		- Consider and propose changes to council structure that is constitutionally  possible and in the best interests of the association going forward
		- Coordinate with the Secretary in preparing for meetings and identifying issues for discussion and resolution
		- Welcome, prepare and send certificates  with electronic resources to new members
		- Respond to media on issues that affect commercial cookery standards

Capability requirement

* Member of the Institute

 Preferred competencies

* Preferably broad Australia wide industry network
* Computer competent
* Ability to network at all levels in the Hospitality and Tourism industry and community

Reports to

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting and the AGM
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position*** *is to provide leadership and direction while (unless absolutely  necessary) maintaining a neutral opinion in decision making processes .*

*Be prepared to make unpopular decisive decisions when necessary - Delegate tasks to appropriate council members -  Develop initiatives to promote AITC, Develop submissions -  Promotions, Initiate AITC meetings adding necessary items to agenda for discussion -  Keep all dealings transparent -  Liaise with General Manager Membership with on online tests - Look after website - Make regular changes to keep site relevant (Current),Maintain good relationships with other chefs organisations -  Maintain progress and initiatives -  Maintain standards and a National focus to reflect constitution -  Maintain the focus and path of the institute and its mission -  Meet with potential sponsor - Record USB copy of records for update of records -  Represent AITC whenever possible -  Respond to media opinions that conflict with AITC Philosophy, Send certificate to approved chefs, Spearhead integrity - Understand and support general managers and alternative opinions - Whenever possible, send face book messages to members (Birthdays - New Job) -Work with decisions of council.*

Title of Council Management Position:  **Vice President**

Mission of Position:

To

* + - * Assist the President to lead the development of the Institute
			* In the absence of the President represent the Institute
			* Learn and understand the role of the  President

Tasks

* + - In the absence of the President take the role and duties of the President
			* Maintain stocks and send medals to new members

Capability requirement

* Member of the Institute

Preferred competencies

* Preferably good industry network
* Computer competent
* Ability to network at all levels in the Hospitality and Tourism industry and community

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position*** *is to provide thought provoking directions that assist the association develop and be able at any time accept the responsibility of leader.*

Title of Council Management Position:  **Secretary**

Mission of Position: To:

* + - * Ensuring meetings are arranged and minutes are kept.
			* Collect and keep AITC records.
			* Adhere to legal requirements  as required for a not for profit association,

Tasks

* + - Prepare and distribute agenda
			* Collect Council Reports
			* Take minutes and circulate to Council
			* Receive and reply to correspondence
			* Advise Council on any urgent matters that may need attention  between meetings
			* Coordinate with the President and Council regarding AITC policy matters
			* Attend strategic committees to represent  AITC
			* Become  or delegate the returning officer responsibility at AGM  elections
			* Maintain council members contact details information
			* Maintain registration of business name(s) and ABN
			* Maintain CAV account, ASIC account and PO box
			* Prepare and submit annual returns – Consumer Affairs Victoria (CAV)

Corporate Affairs Victoria responsibilities:

* Lodging an annual statement with us (CAV) within a month after the annual general meeting
* Applying to (CAV) to change the association's name or rules
* Notifying of: a change to the association's registered address
* Their appointment as secretary or any changes to their details
* A special resolution to wind up the association or distribute its assets
* Dealing with requests to restrict access to information in the association's register of members
* Adding or removing delegates of the association. For more information, view our [Delegates of incorporated associations page](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/delegates-of-incorporated-associations).

Capability requirement

* Member of the Institute
	+ - * Agree to be named or appointed secretary - be at least 18 years old - live in Australia

CAV requirements:

* + - * Agree to be named or appointed secretary - be at least 18 years old - live in Australia

Preferred competencies

* Preferably broad Australia wide industry network
* Computer competent

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Collect written /digital reports for each Council meeting for minutes
			* Provide a verbal report to Council at every Council meeting

 *A simplistic and fundamental description and the* ***legacy of the position is*** *to establish the Institute as a legally responsible association and ensure that all council adhere to legal and reporting requirements.*

CAV details : <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/secretary>

Title of Council Management Position:  **Treasurer**

Mission of Position:

* To provide AITC with financial management requirements

Tasks

* Assist to develop Annual budgets
* Present written financial statements at the monthly meetings
* Monitor & audit expenditures
* Issue invoices and receipts
* Keep records for all deposits and withdrawals
* Manage accounts
* Manage monthly & yearly balance sheet & financial statements of AITC
* Manage the Membership and renewal fees
* Pay bills –  and send Invoices
* Submission of all financial data to the  accountant for audit/ to the secretary as required by CAV
* Report at Council meetings on financial transactions
* Maintain and keep safe records of the financial status of AITC

Capability requirement

* Member of the Institute

Preferred competencies

* Financial experience
* Computer competent

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position****to manage all financial transitions and keep proper records of income and expenditure.*

 Title of Council Management Position:  **Registrar**

Mission of Position:

Tasks

* + - * Receive applications for membership
			* Cross check application documentation to ensure conformity to regulations
			* Cross reference with treasurer where doubt of pending approval
			* Approve membership of AITC
			* Inform applicants of approval
			* Inform applicants of approval denied with reasons why
			* Update membership list and contacts address and circulate to Council
			* Maintain records of approved members
			* Inform Treasurer and President when a member is approved
			* Report to Council meetings on membership applications
			* Advise Council on decision and application issues.
			* Submission of all membership data to secretary as required by CAV

Capability requirement

* Member of the Institute

Preferred competencies

* Computer competent
* Knowledge of local and major international culinary qualifications and equivalencies

Prepare and send certificate of membership

* + - * Respond to media on issues that affect commercial cookery standards
			* Keeps safe the records of the Institute – Backup of web and other resources

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position is*** *to check applications and authorise membership of the institute based on the five objective conditions of membership. In the case where objective doubt exists. to refer the final decision to authorised council members*

Title of Council Management Position:  **General Manager - Education**

Mission of Position:

* + - Provide a link between Technical Education Institutions and AITC

Tasks

* Establish links and form networks across Public and private cookery teaching Institutes
* Establish links between armed services and AITC to encourage membership
* Attend teaching conferences and present papers explaining the ideology of TechnicalChef
* Ensure marketing materials, pamphlets brochures application forms are provided to all Institutes
* Arrange and attend teaching staff meetings  to explain the ideology of TechnicalChef

Capability requirement

* Member of the Institute

Preferred competencies

* Understanding of training public and private providers
* Good  training providers network

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position is****to ensure that all sectors in culinary education are aware of the mission of the institute and obtain their support to spread information about TechnicalChef.*

Title of Council Management Position:  **General Manager - Branding**

Mission of Position:  To

* Manage all aspects of branding the Institute to ensure consistency and recommend action for necessary changes

Tasks

* Branding name (Decided) Australian Institute of TechnicalChefs Inc.
* Names of AITC services (Decided) Registration service for professional chefs who have the required documented attributes
* Mission Statement (Vaguely discussed but not Decided) “Only Legitimate Only Professional“
* Logo (Decided) Format Original JPG or GIF
* Letter head- Colour and Gray scale (Decided) copies in resources
* Legal’s : Addresses - Association Registration - ABN etc (Decided) as detailed on website
* Advertising not decided - We need to define what must be included in any advert- press release or handout
* Acronyms (Decided)  Redefined from A.I.T.C TO AITC
* Website (Decided)
* Values are defined in the constitution by-laws and particularly in codes of practice
* Certificate (Decided) Edwardian Script ITC
* Branding - Yet to be documented as a whole document
* Email addresses  OUT- achieved in individual platforms - IN achieved on website
* Official photographer of AITC
* Ensuring the Institute presents a modern and professional image through all promotional vehicles.

Capability requirement

* Member of the Institute

Preferred competencies

* Artistic temperament
* Small business experience
* Basic understanding of modern branding & marketing
* Business and marketing networks
* Computer competent

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position*** *is in two parts. In the short term to ensure that both public and industry automatically and immediately recognises the AITC brand and link it with standards of excellence in culinary practice.- In the long term and with eventual Subcommittees  the big picture is : Explore, Identify  and aim for  technicalchef  to be eventually  recognised as a  protected discipline, ultimately moving  government to consider  protecting the name TechnicalChef as  a government issued licence This is at least  10 – 15 year project. It has to start now and build.*

Title of Council Management Position:**General Manager - Marketing**

Mission of Position:

* Manage the promotion of the Institute to public and industry

Tasks:                                                                                  -

* Develop and maintain marketing strategies to promote AITC to both public and Industry
* Write and release press releases
* Research commercial cookery and hospitality stakeholders and seek dialogue with industry and public networks (incl. media, customers, government and business in the private sector that AITC should influence)
* Attend network events
* Assist to attract and seek AITC sponsors

Capability requirement:

* Member of the Institute

Preferred competencies:                                            -

* Understanding of a wide range of marketing strategies
* Australian wide network within the industry and wider public
* Computer literacy
* Copywriter and other communication skills

Reports to:                                                                        -

* Council at meetings
* Members at AGM

Accountability:                                                                 -

* Provide a written /digital report for secretary for each Council meeting
* Provide a verbal report to Council at every Council meeting

-

*A simplistic and fundamental description and the primary legacy of the role, is to be the sales and marketing leader for AITC to the Industry and community through every possible avenue available; through any activity that promotes TechnicalChef including provide regular press releases and engendering relationships between TechnicalChef and print and electronic media.*

Title of Council Management Position: **General Manager - Industry Liaison**

Mission of Position:

* To link AITC with Industry

Tasks

* To communicate the ideology of AITC to chefs across the Australian Commercial cookery Industry
* to explain the reason for TechnicalChef and explore possible membership
* Systematically establish names and addresses of chefs in all sector  across Australia  to contact
* Contact the chef by the most appropriate method Email – personally hard copy etc and
* Send Information about TechnicalChef to chefs
* Answer questions on the ideology and reason for AITC

Capability requirement

* Member of the Institute

Preferred competencies

* Computer competent

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position is*** *to ensure that all sectors in the industry particularly chefs are aware of the mission of the institute and obtain their support to join and spread information about TechnicalChef to their staff.*

 *ADD for discussion*

**Potential additional positions:**

**Senior Vice President - Communication/website management – Assistant Registrar**

Title of Council Management Potential Positions: **Senior Vice President**

Mission of Position:

To

* Assist the President to lead the development of the Institute
* In the absence of the President represent the Institute
* Learn and understand the role of the President
* While the position of president is an elected officer, there will be an unwritten expectation that the Senior Vice President will stand for election as the next AGM as AITC President. And the existing President will become seconded as President Emeritus. And so on.
* Any member may stand and be elected as SVP and will still need to stand at the AGM to be endorsed as President.

Tasks

* + - In the absence of the President take the role and duties of the President

Capability requirement

* Member of the Institute

Preferred competencies

* Preferably good industry network
* Computer competent
* Ability to network at all levels in the Hospitality and Tourism industry and community

 Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position*** *is to provide thought provoking directions that assist the association develop and be able at any time accept the responsibility of leader. Has the same status and duties as Vice President, whoever inherits an unwritten commitment to stand as President at next AGM*

Title of Council Management Potential Positions: **General Manager – Communication Website**

Mission of Position:

To

* + - * Manage the electronic communication needs of AITC
			* Including Webpage – Face Book Members only - Face Book General Public
			* Linked in –Twitter (but not limited to).
			* Arrange broadcasts of events and meetings
			* Where these services are outsourced the General Manager is the responsible supervisor
			* Prepare up-date backup of e records/web/ for each Council meeting

Capability requirement

* Preferably Member of the Institute (Exception unless outsourced privately)

Preferred competencies

* Computer competent
* Word press Facebook and social media competent

Responsibilities and Tasks

Prepare and send certificate of membership

* + - * Respond to media on issues that affect commercial cookery standards
			* Keeps safe the records of the Institute – Backup of web and other resources

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report to Council at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position is*** *to explore and manage social media avenues to promote the Institute.*

Title of Council Management Position:**Assistant Registrar**

Mission of Position:

Tasks

* + - * Assist the registrar maintain membership currency
			* Sends our renewal data requesting information of continuous development points requirements when necessary
			* Informs treasurer of members who have been confirmed with continious development points
			* Informs members who have confirmed their development points and subsequent registration
			* Inform members who have not confirmed their development points and likely expulsion.
			* Report to Council meetings on continuing membership
			* Advise Council on development renewal issues.

Capability requirement

* Member of the Institute

Preferred competencies

* Computer competent
* Knowledge of local and major activities that are eligible for points

Reports to:

* + - * Council at meetings
			* Members at AGM

Accountability

* + - * Provide a written /digital report for secretary for each Council meeting
			* Provide a verbal report at every Council meeting

*A simplistic and fundamental description and the* ***legacy of the position is*** *to check applications and authorise membership renewals based on a members responding to continuous development requirements and membership renewals- In the case where objective doubt exists. to refer the final decision to the registrar*

Council Management Position: **Inclusive duties of all Council**

Mission of every Position:

To

* + - * Promote the ideology of a licensed senior Australia wide professional chef association that is a registration board for professionals.

**George sees the other following holes**

Dedicated Sponsorship - Fundraising and event Manager

Marketing direct to Asian Cultures Manager ( Vote) Create a subcommittee

Gender balance ( Vote) Create a subcommittee

Regional and interstate contact and network Field officer Manager

 If one looks at the council you will understand the body is philosophically made up of two groups:

Front line and support council.

Front line council members make AITC happen while The Support line council members ensure the ammunition and wheels of the organisation are oiled that enable frontline achieve their mission.