



Australian Institute of Technical Chefs Inc.

Inc Ass No A0093856C

ABN: 78 681 065 493

Operations Managers:

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 institute

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 attributes:

- Broad Australia wide industry network
- Technology skills/literacy
- Ability to network at all levels in the Tourism and Hospitality 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 holistic 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.



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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 (SVP) 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.
- In the absence of the President consult with Vice president on issues to be dealt with and chairing meetings

Tasks

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

Capability requirement

- Member of the Institute

Preferred attributes:

- Good industry network
- Technology skills/literacy
- Ability to network at all levels in the Tourism and Hospitality 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 holistic 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; however whoever inherits, accepts an unwritten commitment to stand as President at next AGM.*



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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
- In the absence of the President consult with Senior Vice President on issues to be dealt with and/or chairing meetings

Tasks

- In the absence of the President take the role and duties of the President
- Maintain stocks and send AITC membership badges to new members

Capability requirement

- Member of the Institute

Preferred attributes:

- Good industry network
- Technology skills/literacy
- Ability to network at all levels in the Tourism and Hospitality 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 holistic and fundamental description and the **legacy of the position** is to provide thought provoking directions that assist the association develop, provide a major leadership role in the management of the Institute, Has the same status and duties as Vice President, while agreeing in principle to, at any time to accept the responsibility of the leader.*



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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.

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 attributes:

- Broad Australia wide industry network
- Technology skills/literacy

Reports to:

- Council at meetings
- Members at AGM

Accountability

- Collect written /digital reports for each Council meeting for minutes and the AGM
- Provide a verbal report to Council at every Council meeting

*A holistic 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>



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Title of Council Management Position: **Treasurer**

Mission of Position: To

- Provide AITC with financial management requirements

Tasks

- Develop Annual budgets
- Present written financial statements at 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 attributes:

- Financial and document reporting experience
- Technology skills/literacy

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



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Title of Council Management Position: **Registrar**

Mission of Position: to receive and process 'affiliate' membership application

Tasks

- Receive applications for affiliate 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 attributes:

- Technology skills/literacy
- Knowledge of local and major international culinary qualifications and equivalencies
- Broad Australia wide industry network

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 and the AGM meeting
- Provide a verbal report to Council at every Council meeting

*A holistic 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***



Australian Institute of TechnicalChefs Inc.

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Title of Council Management Position: **Deputy Registrar - General Manager** Continuous Professional Development.

Mission of Position: to receive and process all re-registration applications via the Continuous Professional Development (CPD) process

Tasks

- Assist the registrar maintain membership currency
- Sends out when necessary **CPD – AITC** document requesting information of continuous development points required for re-registration
- Audits returns and informs treasurer and registrar of members who have been confirmed to be re- registered
- Informs members who have confirmed to be re- registered
- Inform members who have not confirmed their development points and likely expulsion.
- Report to Council meetings on CPD membership renewals
- Advise Council on development CPD renewal issues.
- Authorise activities that attract CPD points

Capability requirement

- Member of the Institute

Preferred attributes:

- Technology skills/literacy
- Knowledge of local and major activities that are eligible for points
- Broad Australia wide industry network

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 at every Council meeting

*A holistic 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 council.*



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

Mission of Position:

- Provide a link between 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
- Technology skills/literacy

Preferred attributes:

- Understanding of public and private training providers
- Good training providers network
- Broad Australia wide industry 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 holistic 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.*



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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
- Technology skills/literacy

Preferred attributes:

- Artistic temperament
- Small business experience
- Basic understanding of modern branding & marketing
- Business and marketing networks
- Technology skills/literacy 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 holistic 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.*



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

Mission of Position:

- Manage the promotion of the Institute to public and industry

Tasks:

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- Develop and maintain marketing strategies to promote AITC to both public and Industry
- Prepare and distribute 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 attributes::

-
- Understanding of a wide range of marketing strategies
- Australian wide network within the industry and wider public
- Technology skills/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
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A holistic 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.



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

Mission of Position:

- To link AITC with the Tourism and Hospitality 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 attributes:

- Technology skills/literacy
- Broad Australia wide industry 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 holistic 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.*



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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 branding 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 attributes:

- Technology skills/literacy Word press Facebook and social media competent (but not limited to)
- Broad Australia wide industry network

Responsibilities and Tasks

- 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 holistic and fundamental description and the **legacy of the position are to explore and manage social media avenues to promote the Institute.***

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.