



AITC Council Portfolio's

PRE-REQUISITE FOR BELOW POSITIONS: Any of the below positions:

- Can only be held by a current member of the Institute
- Must promote the ideology of a licensed TechnicalChef as outlined in the AITC constitution

Overview:

Portfolio	Description
President	The leader
President-Elect	The leader in preparation
Past President	The past leader
Secretary	All legal functions
Treasurer	All financial functions
Registrar	All new accreditations and registration functions
General Managers:	
- Branding	Brand awareness and consistency of AITC brand
- Marketing	Marketing and creating awareness of AITC
- Industry	Direct link to industry and training providers to sell AITC memberships and Professional development
- Education & Curriculum	Providing industry feedback to positively influence education and training package updated in the area of C/C
- State/Territory Representatives	Concentrating on a particular state or territory to sell AITC memberships and Professional development
- Communications	Website, social media and electronic communication (Broadcasting online meetings etc.)
- Professional Development	Continues Professional Development (CPD) and Re-registrations
- This portfolio will requires a subcommittee over time...	Further discussion required once PD council member is on board and get a clear understanding of portfolio



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: PRESIDENT	REPORTING TO: Council at meetings and members at AGM
<p>Description: Provide leadership and direction while maintaining a neutral opinion in decision making processes. - Delegate tasks to appropriate council members. - Develop initiatives to promote AITC. - Develop submissions. - Promotions, Initiate AITC meetings. - Keep all dealings transparent. - Maintain good relationships with other chefs organisations. - Maintain standards and a National focus to reflect constitution. - Maintain the focus and path of the institute and its mission. - Meet with potential sponsor. - Represent AITC whenever possible. - Respond to media opinions that conflict with AITC Philosophy. - Spearhead integrity. - Understand and support general managers and alternative opinions.</p>	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ 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 ○ Understand current issues that affect professional chefs ○ Ensure standards and professionalism is the hallmark of the association 	<ul style="list-style-type: none"> ○ Preferably broad Australia wide industry network ○ Computer competent ○ Ability to network at all levels in the Hospitality and Tourism industry and community
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ 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 ○ Collect members opinions and respond to updates with commercial cookery curriculum ○ Act as conduit between professional associations, state and federal jurisdictions ○ Establish and lobby appropriate government departments to lobby AITC ○ Contact Presidents of tourism and hospitality associations to encourage cooperation (e.g.: exchange of logos) and support for a professional chefs registration board 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting and the AGM ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Constitution and By-Laws



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: PRESIDENT-ELECT	REPORTING TO: Council at meetings
Description: Provide thought provoking directions that assist the association develop and be able at any time accept the responsibility of leader. - Has the same responsibilities and duties as President - Accepts an unwritten commitment to stand as President at next AGM.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ 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. ○ 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 	<ul style="list-style-type: none"> ○ Preferably good industry network ○ Computer competent ○ Ability to network at all levels in the Hospitality and Tourism industry and community
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ In the absence of the President take the role and duties of the President 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for <ul style="list-style-type: none"> ○ Constitution and By-Laws



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: PAST PRESIDENT	REPORTING TO: Council at meetings and members at AGM
<p>Description: The past president term is for one year and is as an advisory/hand over role to the incoming president and council member's. Provide thought provoking directions that assist the association develop, provide a major leadership role in the management of the Institute. - The outgoing President (Vice President - President Emeritus) is expected to automatically accepting the position of vice president with the mission to advise and support the incoming President aimed to encourage continuity in the association.</p>	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Provide advice and leadership to the incoming president and council members ○ Assist the President to lead the development of the Institute ○ In the absence of the President or Senior Vice President represent the Institute ○ In the absence of the President consult with Senior Vice President on issues to be dealt with and/or chairing meetings ○ Make formal introductions for new personal to relevant committees, organisations, associations etc ○ Prepare and present information to meeting as needed 	<ul style="list-style-type: none"> ○ Preferably good industry network ○ Computer competent ○ Ability to network at all levels in the Hospitality and Tourism industry and community
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ In the absence of the President take the role and duties of the President 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Constitution and By-Laws



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: SECRETARY	REPORTING TO: Council at meetings and members at AGM
Agree to be named or appointed secretary - be at least 18 years old - live in Australia	
Description: Ensure the Institute is maintained as a legally responsible association and ensure that all council adhere to legal and reporting requirements.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ 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 CAV (Consumer Affairs Victoria) details: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/secretary 	<ul style="list-style-type: none"> ○ Broad Australia wide industry network ○ Computer competent
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Collect Council Reports, prepare and distribute agenda ○ 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) ○ Prepare and distribute meeting agenda, minutes and reports ○ Keep log of AITC policies/procedures and processes and initiate reviews ○ Prepare AGM materials (agenda, collect reports form council members) and distribute to members – with Registrar ○ Maintain council members contact details ○ Establish the protocol to have eventual accreditation of AITC with Government ○ Corporate Affairs Victoria responsibilities: ○ Lodge 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 info. in the association's register of members ○ Adding or removing delegates of the association. 	<ul style="list-style-type: none"> ○ Collect written /digital reports for each Council meeting for minutes ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ General meeting coordination ○ Preparation for AGM ○ Business Name registration ○ Policy and Procedure Register ○ Coordinating Policy and Procedure reviews



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: TREASURER	REPORTING TO: Council at meetings and members at AGM
Description: Manage all financial transitions and keep proper records of income and expenditure.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ To provide AITC with financial management requirements ○ Adhere to legal requirements as required for a not for profit association CAV (Consumer Affairs Victoria) details such as: <ul style="list-style-type: none"> • Financial reporting: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/step-by-step-summary • Financial statements and auditing requirements: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/financial-statements-and-auditing Lodging an annual statement: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/lodging-an-annual-statement 	<ul style="list-style-type: none"> ○ Financial and document reporting experience ○ Computer competent ○ Using accounting software (QuickBooks) (yet to be agreed to)
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Assist to develop Annual budgets ○ Present written financial statements at the quarterly meetings ○ Monitor & audit expenditures ○ Issue invoices and receipts ○ Keep records for all deposits and withdrawals ○ Manage accounts ○ Manage balance sheet & financial statements of AITC as required (at least quarterly & yearly) ○ 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 ○ Manage the Membership and renewal fees – issue invoices for new/renewals – in consultation with registrar ○ Authorise bank transfers and payment on behalf of the association <ul style="list-style-type: none"> ○ Payments without further approval up to \$250 Payments above \$250 require approval by 2 other council members (President, Senior Vice President, Vice president and/or Secretary) 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Money receiving processes (to be developed) ○ Banking procedures (to be developed) ○ Annual financial statements for CAV returns ○ AITC membership process – see registrar ○ Membership categories, fees and criteria guidelines – see registrar



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: REGISTRAR	REPORTING TO: Council at meetings and members at AGM
Description: 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.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Check new applications ○ Authorise membership of the institute only when all five objective conditions of membership standards outlined by the Institute are objectively achieved. 	<ul style="list-style-type: none"> ○ Computer competent ○ Knowledge of local and major international culinary qualifications and equivalencies
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ 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 President and Treasurer and Communications 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 ○ Welcome, prepare and send certificates with electronic resources to new members ○ Maintain stocks and send members badge/medals to new members with welcome letter from president 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ AITC membership process ○ AITC membership application process and documents ○ CPD process and documents ○ Membership Certificates ○ Membership categories, fees and criteria guidelines ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ AITC membership application process (to be approved) ○ Membership categories, fees and criteria guidelines ○ CPD process (to be approved)



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: GENERAL MANAGER - BRANDING	REPORTING TO: Council at meetings and members at AGM
Description: 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.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Manage all aspects of branding the Institute to ensure consistency and recommend action for necessary changes ○ The long term accreditation by government of AITC as a registration board 	<ul style="list-style-type: none"> ○ Basic understanding of modern branding & marketing ○ Computer competent
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Maintain advertising and increase brand awareness in industry and public ○ Work closely with Website Developer (Communications) on Website ○ Branding - Yet to be documented as a whole document ○ Official photographer of AITC ○ Ensuring the Institute ongoingly presents a modern and professional image through all promotional vehicles. ○ Contact and establish links with other professional associations that have government protection to obtain advice. ○ Maintain data base of contacts 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Logo and endorsement policy ○ Style guide (to be developed) <ul style="list-style-type: none"> ▪ Logo Format Original JPG or GIF ▪ Letterhead ▪ Certificates ▪ Social media



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: GENERAL MANAGER - MARKETING	REPORTING TO: Council at meetings and members at AGM
Description: Marketing AITC to the Industry and community through every possible avenue available.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Manage the promotion of the Institute to public and industry 	<ul style="list-style-type: none"> ○ Understanding of a wide range of marketing strategies ○ Australian wide network within the industry and wider public ○ Computer literacy ○ Copywriter and other communication skills
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ 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 ○ Maintain data base of contacts 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Logo and endorsement policy ○ Style guide (to be developed) <ul style="list-style-type: none"> ▪ Logo Format Original JPG or GIF ▪ Letterhead ▪ Certificates ▪ Social media



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: GENERAL MANAGER – INDUSTRY	REPORTING TO: Council at meetings and members at AGM
Description: Ensure that all sectors in the industry particularly chefs and culinary education are aware of the mission of the institute and obtain their support to join and spread information about TechnicalChef to their staff.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Provide a link between AITC with Industry and Education Institutions across Australia with the support of AITC state and territory ambassadors 	<ul style="list-style-type: none"> ○ Effective communication and interpersonal skills ○ Great presentation skills / Public Speaking ○ Understanding of training (public and private) providers ○ Good training providers network ○ Computer competent
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Manage AITC state and territory ambassadors ○ Establish links and form networks across the industry as well as public and private cookery teaching Institutes and encourage membership ○ Communicate the ideology of AITC to chefs and educators across the Australian ○ Explain the reason for TechnicalChef and explore possible membership ○ Ensure marketing materials, pamphlets brochures application forms are provided to all Institutes ○ Prepare and make presentations at meetings, tradeshows, exhibitions etc. to raise and promote awareness of AITC. ○ Maintain data base of contacts 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ To be developed by appointed council member

TITLE/POSITION: GENERAL MANAGER – EDUCATION & CURRICULUM	REPORTING TO: Council at meetings and members at AGM This portfolio is overseen by President / Vice president
Description: Providing industry feedback to government bodies (e.g. Skill IQ etc.) to have a positive impact on training packages, especially qualifications in Commercial Cookery, Asian Cookery and Kitchen operations.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Providing updates on and submitting AITC feedback to government representatives (such as SkillsIQ etc.) on Commercial Cookery qualifications / Training packages to advocate positive changes within our industry... ○ XXX – To be developed with GM – Industry and appointed council member 	<ul style="list-style-type: none"> ○ Understanding Training packages and formal education ○ Able to unpack and interpret training packages and communicate effectively with government representatives ○ XXX – To be developed by appointed council member
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Updates on Training packages and proposed changes ○ Collecting AITC member feedback on industry expectations ○ Collating AITC feedback summary ○ XXX – To be developed with GM – Industry and appointed council member 	<ul style="list-style-type: none"> ○ Submitting findings and recommendations in relations to SIT Training Packages (especially in the area of Commercial Cookery, Asian Cookery and Kitchen operation qualifications) ○ XXX – To be developed with GM Education ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ To be developed by appointed council member



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: State & Territory Representatives	REPORTING TO: General Manager – Industry & Education Liaison
Description: Ensure that all sectors in the industry particularly chefs and culinary education are aware of the mission of the institute and obtain their support to join and spread information about TechnicalChef to their staff within a particular state/territory.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ➤ To support the General Manager – Industry & Education Liaison in providing a link between AITC with Industry and Education Institutions in a particular state/territory ➤ To obtain and communicate a wider opinion of issues faced by AITC 	<ul style="list-style-type: none"> ○ Passion to grow AITC in their own location/state/territory ○ Computer literate
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ➤ Meet with potential location/state/territory members ➤ Distribute information to location/state/territory chefs ➤ Assist new members apply for AITC registration 	<ul style="list-style-type: none"> ○ Growing and expanding memberships ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ To be developed by appointed council member



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: General Manager – COMMUNICATION	REPORTING TO: Council at meetings and members at AGM
Description: Explore and manage electronic media avenues to promote the Institute.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Manage the electronic communication needs of AITC ○ Manage Webpage and Social Media platforms ○ Arrange broadcasts of events and meetings and organise online meetings ○ Prepare up-date backup of E. records/web/ for each Council meeting 	<ul style="list-style-type: none"> ○ Computer competent / savvy ○ Word press Facebook and social media competent
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Respond to media on issues that affect commercial cookery standards ○ Keeps safe the records of the Institute – Backup of web and other resources 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report to Council at every Council meeting ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ Style guide ○ Website



Australian Institute of TechnicalChefs Inc. | ABN: 78 681 065 493

TITLE/POSITION: General Manager – PROFESSIONAL DEVELOPMENT	REPORTING TO: Council at meetings and members at AGM
Description: To manage the CDP requirement of AITC provide continuous professional development to our members and industry to not only ensure individuals remain relevant and current in today's ever changing environment, but further more can positively influence our culinary occupation. - 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.	
PURPOSE	ATTRIBUTES
<ul style="list-style-type: none"> ○ Delivering additional value to our members and industry by offering educational events ○ Investigate avenues for continuous professional development to members ○ Provide our members with the opportunity to fulfil "Condition 4: Continues self-development" ○ XXX – To be developed with appointed council member 	<ul style="list-style-type: none"> ○ Passion for self-development (Personal & professional) ○ Event Management experience ○ Computer literate ○ XXX – To be developed with appointed council member
TASKS	ACCOUNTABILITY
<ul style="list-style-type: none"> ○ Work closely with Registrar and initiate CPD process ○ Identify industry skills gaps ○ Develop a concept proposal for CDP to be delivered by the web ○ Advise members of CDP requirements ○ Organising/running educational events (with collaboration of AITC supporters etc.) ○ Audit CDP requirements of members ○ Authorise membership renewals as per AITC guidelines and constitution ○ XXX – To be developed with appointed council member 	<ul style="list-style-type: none"> ○ Provide a written /digital report for secretary for each Council meeting ○ Provide a verbal report at every Council meeting ○ Running/organising high quality and educational events that will assist AITC members, cooks and chef's with their daily tasks and responsibilities ○ CPD process and documents ○ Membership categories, fees and criteria guidelines – see registrar ○ XXX – To be developed with appointed council member ○ Policies/procedures/processes responsible for: <ul style="list-style-type: none"> ○ CPD process and documents – see Registrar ○ Membership categories, fees and criteria guidelines – see registrar

HIGH PRIORITY AS THIS NEEDS TO BE OUR POINT OF DIFFERENCE from other associations (social clubs)

Please note: This portfolio will requires a subcommittee over time
 Further discussion required once PD council member is on board and get a clear understanding of portfolio.

---End of document---