

# ADEA Branches

Terms of Reference and Branch Executive Roles  
June 2023



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## ADEA Branches

### Terms of Reference and Branch Executive Roles

Version	Date	Name(s)	Notes
1.0	November 2019	CEO	Approved
1.1	April 2021	Branch Liaison and Events Officer	Updated
2.0	September 2021	CEO	Approved
3.0	June 2023	CEO	Updated and Approved

URL: S:\Operational\Branches\Administration

## Contents

ADEA Branches .....	1
Terms of Reference and Branch Executives .....	1
About ADEA .....	1
ADEA Branches .....	1
Aim.....	1
Objectives .....	1
Processes and Procedures .....	1
Membership .....	1
Branch Executives.....	1
Appointment and Terms.....	2
Branch Chair .....	2
Branch Secretary.....	3
Branch Education Officer .....	3
Other Responsibilities for all Executive Members.....	4
Branch Meetings.....	4
Branch Manual .....	4
Contact .....	4

## About ADEA

The Australian Diabetes Educators Association (ADEA) is the peak national organisation for multidisciplinary health professionals who are committed to the provision and excellence of quality, evidence-based diabetes education, care and management with almost 2,400 members (as at 30 June 2023) working in all sectors and across all locations.

ADEA's mission is to support, promote and empower our members, and to lead and advocate for best practice, person-centred diabetes education and care.

For more information, visit our website at [www.adea.com.au](http://www.adea.com.au).

## ADEA Branches

ADEA has a Branch in each state and territory, except Tasmania. Each Branch is bound by the ADEA [Constitution](#) and [By-laws](#) and operates within the written policies of the ADEA.

## Aim

ADEA Branches are responsible for furthering the objectives of ADEA within their state/ territory. They support members through networking and professional development activities and events, such as Branch meetings and conferences.

## Objectives

Branches are a community of ADEA members in each state/ territory who:

- Seek to engage with the ADEA membership in their state or territory through events that provide opportunities for professional development and education, networking and information sharing.
- Support each other, share experiences and collaborate on professional issues.
- Advise ADEA about issues that impact on members and CDEs in their jurisdiction.

## Processes and Procedures

Branches operate in accordance with the ADEA By-laws and procedures described in the ADEA Branch Manual.

## Membership

The members of a Branch are those members who reside or carry on business within the jurisdiction of that Branch. Branch membership is recorded as part of a member's profile in the ADEA database.

## Branch Executives

The Executive committees for ADEA state and territory Branches should ideally comprise three members:

- Branch Chair
- Branch Secretary
- Branch Education Officer

Descriptions of these positions are included on the following pages. However the Branch Executive composition may differ in each state and territory to reflect local needs, and activities for each position may differ slightly in each state and territory depending on local needs. In both cases, the composition of the Branch Executive is determined in consultation with the other Branch Executives and ADEA.

Branch Executive positions are voluntary roles.

### Appointment and Terms

The term for Branch Executive positions is two (2) years. Upon the retirement, resignation or term expiry of a member from a Branch Executive position, ADEA will provide an opportunity for the relevant state/territory membership to nominate a new Executive member. The current Executive member can renominate for a second term of two years if they wish to do so. If more than one nomination is received, ADEA will conduct a poll with the relevant state/territory membership to determine the successful candidate. Nominations and elections are conducted by ADEA.

### Branch Chair

The administration of Branch activities and finances is centralised in ADEA and the role of Branch Chair is an important one that leads and supports networking and professional development activities in the Branches, and provides feedback to ADEA about member and Branch issues as they arise.

The Branch Chair works closely with the other Branch Executive members and ADEA, and is responsible for:

- providing leadership to the Branch;
- working closely with ADEA supporting and advocating for the interests of the ADEA membership within their Branch;
- ensuring regular opportunities for Branch members to meet and must hold a meeting at least twice a year ;
- ensuring these meetings include reports on Branch activities and information from ADEA;
- monitoring the activities of any regional networking group, subcommittee or working party formed at Branch level;
- promoting the development and implementation of local professional development activities for Branch members;
- encouraging succession planning among Branch members for Branch roles;
- providing feedback to ADEA about member and Branch issues as they arise;
- participating in teleconferences with ADEA and other Branch Executives; and
- promoting ADEA information and updates to members and providing member feedback to ADEA.

### Criteria for Election

The Branch Chair should meet the following criteria:

- be a full financial member of ADEA and a member of the relevant Branch;
- have experience in a leadership role;
- ideally (but not necessarily) the Branch Chair will have had previous active involvement in ADEA at either Branch or national committee level; and
- support the objectives of networking and professional development.

### **Co-Chairing**

Two members of a Branch may wish to share the duties of the Branch Chair in a co-chairing role.

### **Accountability**

Branch Chairs are accountable to the Chief Executive Officer at ADEA. They are required to work closely with other members of their Branch Executive and with ADEA.

### **Branch Secretary**

The administration of Branch activities and finances is centralised in ADEA and the Branch Secretary liaises closely with the Branch Liaison Officer within ADEA.

The Branch Secretary works closely with the other Branch Executives. Responsibilities are:

- maintaining the minutes of all Branch Executive meetings
- preparing the agendas for Branch meetings;
- advising ADEA of dates and details of Branch meetings so that adequate notice can be given to members by ADEA;
- maintaining the minutes of all Branch meetings; and
- liaising with the Branch Liaison Officer within ADEA.

### **Criteria for Election**

The Branch Secretary should meet the following criteria:

- be a full ADEA financial member and a member of the relevant Branch;
- ideally have experience or knowledge in minute taking and managing correspondence and other related details and activities;
- have competent organisational skills; and
- have the capacity and an interest in undertaking the role.

### **Accountability**

The Branch Secretary is accountable to the Chair of their Branch and is required to work closely with other members of their Branch Executive and with ADEA.

### **Branch Education Officer**

The administration of Branch activities and finances is centralised in ADEA and the Branch Education Officer liaises closely with the Branch Liaison Officer within ADEA.

- The Branch Education Officer works closely with the other Branch Executives. Responsibilities are: works with ADEA and Branch members to establish a Program Organising Committee for conferences or other educational events;
- is a member of the Program Organising Committee if possible e.g. as the committee chair;
- is the liaison between the Branch Executive and the Program Organising Committee and/or the Branch Education Committee;
- is the liaison with ADEA in relation to the education event or conference.

## Criteria for Election

The Branch Education Officer should meet the following criteria:

- be a full ADEA financial member and a member of the relevant Branch;
- ideally have experience or knowledge in the development and delivery of professional development activities and events; and
- have the capacity and an interest in undertaking the role.

## Accountability

Branch Education Officers are accountable to the Chair of their Branch. They are required to work closely with ADEA who is responsible for supporting the delivery of professional development activities and events at the Branch level such as conferences, workshops and education events.

## Other Responsibilities for all Executive Members

All members of the Branch Executive will also be involved in the following:

- holding Branch Executive meetings/teleconferences as required; and
- participating in quarterly teleconferences/meetings organised by ADEA with the CEO to ensure the exchange of information, where at least one Executive member of each State/Territory Branch must participate.
  - Should members of the Executive be unable to participate in the quarterly teleconference/meeting with the CEO, a member of that State/Territory Branch will be nominated by their Executive to represent them.

## Branch Meetings

Details and templates to assist with organising Branch meetings are included in the Branch Manual.

## Branch Manual

A Branch Manual has been developed to assist ADEA Branch Executives in managing state/territory Branch meetings, events and activities. This is provided to new Executive members on their appointment and updated versions are emailed to Branches as they become available.

## Contact

Branch Executives can contact the ADEA Branch Liaison Officer at [events@adea.com.au](mailto:events@adea.com.au) or call (02) 6173 1000 to discuss any matters.