



Coordinating Committee Roles

Roles within the Anti-Poverty Network SA (APNSA) Coordinating Committee:

- Membership and Communications Secretary (and Assistant)
- Minutes Secretary (and Assistant)
- Public Officer (and Assistant)
- Treasurer (and Assistant)
- Campaigns Coordinator (and Assistant)
- Membership and Recruitment Coordinator (and Assistant)
- Media Coordinator (and Assistant)
- Social Media Coordinator (and Assistant)
- Communications Coordinator (and Assistant)
- Events and Logistics Coordinator (and Assistant)
- Inclusion Officer (and Assistant)

Membership and Communications Secretary (and Assistant)

Helps ensure regular email updates to our emailing list, and manages our membership and contacts database.

Responsibilities:

- Prepare regular email updates for emailing list (with support of Coordinating Committee, particularly the Communications Coordinator), with info about upcoming events, projects, and other relevant info
- Manage membership database, including adding new members and supporters to our emailing list, with support from the Membership and Recruitment Coordinator

Minutes Secretary (and Assistant)

Ensures that accurate, timely Minutes are taken for key meetings.

Responsibilities:

- Ensure notes are taken for Coordinating Committee Meetings and State Meetings
- Ensure notes are saved in our internal Google Drive, and properly distributed through email, social media, and other means
- Help ensure people with tasks allocated to them are reminded about assigned work



Public Officer (and Assistant)

Ensures APNSA maintains its not-for-profit status with the ACNC (Australian Charities and Not-For-Profits Commission).

Responsibilities:

- Keep legal documents up to date
- Report to ACNC annually
- Review our governing documents (such as our Rules of Association)
- Create other APNSA protocols and procedures
- Help prepare our annual budget (with the Treasurer)

Treasurer (and Assistant)

Manages APNSA finances, bank accounts, and fundraising efforts.

Responsibilities:

- Oversee group finances and donations, including reviewing bank statements, and provide regular updates
- Help prepare our annual budget (with the Public Officer)
- Distribute funds for events and projects

Campaigns Coordinator (and Assistant)

Coordinates group decision-making and engagement on our key campaigns areas.

Responsibilities:

- Support members and supporters to take action on key policy and political priorities, such as the housing crisis and poverty crisis, with lobbying, outreach, speaking out, or other ways
- Lead our Campaigns Team, and ensure they meet regularly
- Help coordinate our campaign events, including forums, rallies, and other activities
- Help coordinate the development of policy positions on key issues relating to poverty, housing, health, and other relevant matters
- Work with Media Coordinator, Social Media Coordinator, and others to ensure our key messages and demands are publicised, and that we are using online platforms (including the website) to get people engaged and build pressure for change
- Help arrange lobbying meetings with politicians, and other stakeholders and targets



Membership and Recruitment Coordinator (and Assistant)

Oversees recruitment, induction, and relationship-building with new members.

Responsibilities:

- Reach out to new members and supporters, including the delegation of this task
- Promote and help run Welcome Sessions and other activities for new members and supporters, to learn more about APNSA and how to be involved
- Coordinate follow-ups with new members, including one-on-one catch-ups, to ensure new people feel connected, in-the-loop, and ready to be involved
- Help coordinates re-engagement with inactive members
- Work with Membership and Communications Secretary to ensure new members and supporters are added to the emailing list

Media Coordinator (and Assistant)

Builds and maintains our media relationships and coordinates our media activities.

Responsibilities:

- Coordinate promoting our campaigns and events to the media, by helping develop and distribute media releases and other materials
- Ensure media documents are uploaded and published to the website
- Help maintain our media contacts database
- Build relationships with journalists and media outlets across the spectrum
- Support members to speak to the media, and help grow the number of members who can speak to the media

Social Media Coordinator (and Assistant)

Manages the Instagram and Facebook and (if possible) Twitter and TikTok channels, to promote our key messages and demands, engage with and recruit members and supporters.

Responsibilities:

- Coordinate the posting of regular, relevant, powerful content across our social media spaces, to support our campaigns, events, and help us grow our number of members and supporters
- Respond to comments and messages where applicable
- Help create and manage Facebook events
- Welcome new Social Media Team members, support them to get active on our social media spaces



Communications Coordinator

Helps manage APNSA email accounts, supports other online spaces, and ensures efficient, effective communication.

Responsibilities:

- Support Membership and Communications Secretary with sending emails to our emailing list
- Help monitor the 'Info' and 'Coordinator' email accounts, ensure relevant emails to those accounts receive timely responses
- Support our social media and online presence, including assisting our Social Media Coordinator and Team, and help with the development and maintenance of our website

Events and Logistics Coordinator (and Assistant)

Supports APNSA events.

Responsibilities:

- Help maintain event equipment, and that event resources are available and easy to access
- Help ensure our events are safe
- Organise venues for meetings and events
- Assist with adding event listings to our website

Inclusion Officer (and Assistant)

Advises on inclusion standards for events, campaigns, and communications.

Responsibilities:

- Ensure events, communications, and materials are inclusive and accessible
- Help build an organisation where women are supported to become active and to lead, along with other disadvantaged/under-represented communities, such as First Nations people, people of colour, people with disabilities or health issues, and, of course, people in deep poverty
- Help accommodate neurodiversity, disability, and other diverse needs



General Responsibilities shared among Coordinating Committee Members:

- Attend Coordinating Committee Meetings and State Meetings, as much as possible
- Help prepare agendas for Coordinating Committee Meetings and State Meetings
- Help delegate tasks to members, to build an active organisation, and ensure delegated tasks are actioned
- Help maintain a strong, friendly, collaborative membership
- Support healthy, fair conflict-management and grievance-resolution
- Ensure inclusive, open decision-making
- Help build external relationships with other organisations
- Assist with monitoring and responding to emails and phone calls
- Help improve group policies and culture
- Support efforts to fundraise