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Old Collegians' Association – 2017 Executive Committee Portfolios

Objectives

The objective of the Old Collegians' Association (OCA) Portfolios is to assign specific 'homework' and project work to individual Executive Committee members. This ensures accountability, ongoing input, shared workloads and a dedication to the OCA's strategic direction and objectives from each member.

OCA Executive Committee Portfolios

Members of the OCA Executive Committee are responsible for, and accountable to, the following pillars:

- Finance
- Young Old Boys
- Vintage Collegians
- Fundraising & Foundation
- Communications
- Major Events
- Professional Networking
- Community Engagement

Finance (Treasurer)

- Plan the annual OCA Budget in consultation with OCA President and Director of Alumni;
- Liaise with the Director of Alumni to review and comment on the OCA monthly finances;
- Review any proposals that may have a financial impact on the OCA;
- Monthly report (distributed prior to Executive Committee meeting) that
 - i) Outlines income and expenditure for each OCA program and event by month;
 - ii) Outlines OCA's overall financial position (Balance Sheet)

Young Old Boys

- Chairperson for Young Old Boys Committee meetings;
- Oversee and manage all matters relating to Young Old Boys specific programs and events;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of Young Old Boys programs and events (Careers Expo; Mentoring Program; Social Events; Networking Events; other);
 - ii) KPIs (see *OCA Programs & Events*)

Vintage Collegians

- Chairperson for Vintage Collegians Committee meetings;
- Oversee and manage all matters relating to Vintage Collegians specific programs and events;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of Vintage Collegians programs and events (4x lunches; Tuesday meetings; other eg: Friends of Vintage Collegians; Archiving Project);
 - ii) KPIs (see *OCA Programs & Events*)

Fundraising & Foundation

- Liaise with Director of Development and Foundation Chairperson on fundraising matters;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of previous month's Foundation Meeting minutes;
 - ii) Summary of any fundraising projects of OCA



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Communications

- Liaise with Director of Alumni on communication matters;
- Provide ongoing feedback to the Alumni Office on the various OCA communications channels, their functionality and their content;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of OCA communications (Website; E-newsletter; Facebook; Instagram; Collegian);
 - ii) KPIs (see *OCA Programs & Events*)

Major Events

- Oversee and manage all matters relating to OCA's major events, the BBC Long Lunch and Old Boys' Weekend;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of plans of BBC Long Lunch and Old Boys' Weekend;
 - ii) KPIs (see *OCA Programs & Events*)

Professional Networking

- Assist with the promotion of networking amongst alumni;
- Liaise with the Young Old Boy Committee and the Alumni Office in providing professional advice to current students;
- Help to deliver a networking event/s for the BBC and OCA communities;
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of networking programs and events;
 - ii) KPIs (see *OCA Programs & Events*)

Community Engagement

- Work to strengthen the relationship between the OCA and the P&F Association;
- Drive the involvement of Old Boys within the BBC community (staff, parents and friends);
- Monthly report (distributed prior to Executive Committee meeting) that provides a
 - i) Summary of OCA community involvement;
 - ii) KPIs (see *OCA Programs & Events*)