

DUTIES OF DIVISION INTERNATIONAL OFFICER | UPDATED 2023

The Division International Officer is a member of the Division Management Team.

Duties include:

1. **Presenting an International Report** to the members at every Division meeting, including the Division Annual General Meeting, on various topics including: -
 - (a) Country of Study
 - (b) Associated Country Women of the World (ACWW) projects and especially South Pacific Area (SPA) projects. Refer www.acww.org.uk
 - (c) ACWW's role in the United Nations and Sustainable Development Goals
 - (d) In-Kind Donations e.g., kits for kids, school reading books, used stamps, birthing kits, foreign coins, etc.
 - (e) Information received from State International Officer.
 - (f) International activities within the Division,

N.B. Ensure a copy of your Division's report is forwarded to the Division Secretary prior to the Division Meeting, for presentation at the meeting, and to be included in Division Minutes.

2. **Promoting International Competitions.** Refer: www.qcwa.org.au (**Members Login – State Competitions**)
 - (a) **International Member's and School Children's Competitions:** -
 - Ensure the **International Information Pack** that was collected at State Conference the previous year, is copied in full and distributed to every Branch in your Division as soon as possible after that State Conference.
 - (b) **Judging:** -
 - Set a date and organise judges, providing judges with a copy of Rules and By-Laws.
 - Provide fresh Judging Sheets for Member's and School Children's Scrap and Project Books.
 - Order Prize Certificates through State Office - 1st, 2nd, 3rd and Highly Commended.
 - Check Branch entries against Branch to Division Return Forms.
 - Prior to judging, organise at a Division Meeting, gifts for Judges, and 1st place prizes. A Raffle may be held to offset expenses.
 - Complete the Division to State Return Form, filling in all details in applicable sections and following all instructions. In 2023 the children's International Competition will finalise at Division judging level.
 - Forward all 1st place Member competition entries to State International Officer for judging at State level.
 - Provide fresh Judging Sheets for all winning Scrap and Project books for next level of judging.
 - First place International Painted and Decorated Tea Towels are to be judged at Region Conferences. Please notify the Region Conference Convenor of the winner's name, Branch, Division and ensure delivery of the tea towels to the Conference venue.
 - All other entries will be taken to State Conference to display (space permitted) and then collection by Division International Officer/Division President and returned to the Branches/Members.
 - Any Branch/Division International Trophies won at State level should be recorded to ensure that they are engraved and returned to the State International Officer prior to State Conference.
3. **Organising a Division International Event**, in consultation with the Division Management Team

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celebrating the Country of Study.

N.B. Only the State International Officer may contact Embassies, Consulates or Representatives of Countries for Consulate Guest Speakers, information, brochures, or other items relevant to the Country of Study.

Guidelines:

- Set date, venue, event style e.g., Lunch, Dinner, Guest Speaker, catering, decorations, raffles, entertainment, etc.
- Invite local guests, State Division International Officer and all Branches.
- Present information on Country of Study and ACWW, using any media.
- Funds raised at the event (after expenses) are donated, either all or in part, to QCWA Dame Alice Berry International Account. Donations may be made towards specific projects in the South Pacific Area, or a Priority Focus Area of the ACWW Rural Women in Action Fund.
- International Competition Entries may be displayed, prize winners announced and presented with their Certificates at this event.
- International displays may be staged on any occasion in the Division to promote Country of Study, QCWA or ACWW Projects.

4. Coordinating QCWA Projects: Refer www.qcwa.org.au – (What We Do – International Activities)

- (a) Kits for Kids
- (b) Birthing Kits
- (c) Foreign Coins
- (d) Used Stamps
- (e) School Reading Books
- (f) Recycled Spectacles and Hearing Aids – Donations received at any Lions Club, or posted to: - Reply Paid 3021, Lions Recycle for Sight, PO Box 3021, CLONTARF MDC 4019

N.B. International Projects (a) to (e) are to be delivered to State Office or may be collected by the State International Officer at the International Study, Region, or State Conferences, by prior arrangement.

5. Recognising and Promoting special days:

- 8 March – United Nations International Women’s Day
- 29 April – ACWW Women Walk the World
- 15 October – United Nations International Rural Women’s Day

6. Promoting other Topics:

- (a) Encourage **ACWW Individual Memberships** –may be paid directly to ACWW, via their website. Membership year is 1 January to 31 December annually.
- (b) ACWW – Provide a list of current Financial Members to State International Officer annually.
- (c) ACWW World Conference – encourage attendance of Members
- (d) ACWW South Pacific Area Conference – encourage attendance of Members
- (e) International Study Conference – encourage attendance of Members
- (f) QCWA Dame Alice Berry International Account – for all International donations

7. Duties at State Conference (if in attendance):

- (a) Collect Division International Information packs from International display area.
- (b) Collect Division Competition Prizes and Certificates in presentation area.
- (c) Collect Division International Competition entries from International display area at close of State Conference.