

DUTIES OF BRANCH INTERNATIONAL OFFICER

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

Duties include:

1. **Presenting an International Report** to the members at every Branch meeting, including the Branch 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 (**Membership – Member Resources**)
 - (c) ACWW's role in the United Nations – Sustainable Development Goals
 - (d) QCWA Projects e.g. kits for kids, school reading books, used stamps, birthing kits, foreign coins, etc.
 - (e) Information received from State and Division International Officers.
 - (f) Branch International Activities
2. **Promoting International Competitions.** Refer: www.qcwa.org.au (**Members Login – Competitions - International**)

(a) International School Children's Competition

Guidelines: Refer to State Competitions and Contest By-Laws

- Ensure your Branch has received a copy of the International Information Pack that was collected by your Division President or Division International Officer at State Conference the previous year.
- Approach the local schools as early as possible in the New Year – or preferably before the end of school year - and invite them to participate.
- Provide all the relevant contest information, including deadline date for judging and your contact details with the relevant teachers at the school.

(b) International Member's Competition

Guidelines: Refer to State Competitions and Contest By-Laws

- Ensure your Branch has received a copy of the International Information Pack that was collected by your Division President or Division International Officer at State Conference the previous year.
- Present the Member's Sections:
 - Scrapbook/Project Book/Computer Generated Project Book
 - Hard and Soft Craft articles
 - Decorated and Painted Tea Towels
- Entry Fee for Member's entries - \$1.00

(c) Judging of School Children's and Member's Competitions.

Guidelines:

- Set a date and organise judges, providing judges with a copy of rules and By-Laws.
- Provide Judging Sheets for Member's and School Children's Scrap and Project Books.
- Order Prize Certificates through QCWA State Office - 1st, 2nd, 3rd and Highly Commended.
- Prior to judging, organise at a Branch Meeting, gifts for Judges, and 1st place entries.

- Complete Branch to Division Return Form, filling in all details in applicable sections and following all instructions.
- Forward all 1st place entries for judging at Division level. Return all other entries to the Members and Schools.
- Provide fresh Judging Sheets for all winning Scrapbooks and Project books for next level of judging.
- Any International Trophies won by Branches at Division level need to be engraved and returned to Division International Officer prior to Division Finals Day.

3. Organising a Branch International Event, in consultation with the Branch Management Team 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, Division Officers especially your Division International Officer and neighbouring 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.

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 or posted to: -
Reply Paid 3021, Lions Recycle for Sight, PO Box 3021, CLONTARF MDC 4019

Ensure all items as listed are included and packed securely into boxes with a Donation Advice Form attached. Record all donations on the Branch In-Kind Donation Form held in your Branch. This Form is to be included in your Branch International Report, and a copy forwarded to the Division Secretary by 30 June. Refer: www.qcwa.org.au (Members Login – Forms – Donations/Volunteer Hours)

N.B. In-Kind donations (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 – UN International Women’s Day
- 29 April – ACWW Women Walk the World
- 15 October – UN International Rural Women’s Day

N.B. ACWW Individual Membership may be paid directly to ACWW, via their website. The membership year is 1 January to 31 December annually.

https://qcwa.sharepoint.com/sites/Marketing/Shared Documents/03 Website/02 2022-2023 Weekly website updates/16 January/2023_Duties Branch International Officer.docx

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