

The responsibilities of the title holders with the BCI Australasian Chapter are set out below.

Country Representatives (Australia and New Zealand)

1. Liaise with UK BCI Board, Executive and Administration.
2. Provide quarterly reports to BCI UK.
3. Identify and appoint State & Territory Representatives for defined term (3 years).
4. Approve BCI support for conferences (co-ordinated with Chapter President).
5. Participate in development of BCI Australasian Chapter strategy to ensure alignment with BCI's global strategy.
6. Provide a contact point for general BCI queries.
7. Promote business continuity awareness and good practice within the business continuity community and beyond in Australasia.
8. Fulfill responsibilities as required as a Member of the BCI Australasian Chapter Leadership Committee.

BCI Australasian Chapter President

1. Chair the BCI Australasian Chapter Leadership Committee
2. Ensure the effective and proper running of the BCI Australasian Chapter, oversee and support Chapter administration, including the BCI Australasian Chapter website.
3. Lead development and implementation of BCI Australasian Chapter strategy.
4. Represent the BCI Australasian Chapter at National Forums and/or correspondence (co-ordinated with Country Representatives).
5. Approve BCI Australasian Chapter support for conferences (co-ordinated with Country Representatives).
6. Establish and maintain cooperative agreements between the BCI Australasian Chapter and other organisations.
7. Establish and maintain BCI Australasian Chapter fund-raising opportunities such as advertising and sponsorship by external organisations.
8. Provide a contact point for questions regarding BCI Australasian Chapter from members and external sources.
9. Develop and co-ordinate communications about Chapter activities to BCI Australasian Chapter members via the State & Territory Representatives and Forums.
10. Promote business continuity awareness and good practice within BCI Australasian Chapter / Business Continuity Community in Australasia.

State/Regional Representatives

1. Liaise with Country Representative, to ensure effective representation of the BCI in the relevant State or Territory.
2. Act as the primary contact point for State base BCI queries.
3. Represent the BCI at State & Territory Forums and other relevant events (e.g. conferences) or correspondence.
4. Monitor and report on BCM activities within the State or Territory, to the Country Representative / BCI Australasian Chapter.
5. Fulfill responsibilities as required as a Member of the BCI Australasian Chapter Leadership Committee.
6. Participate in development and implementation of BCI Australasian Chapter strategy.
7. Provide advice and assistance to support applications of new members.
8. Attend and support the running of the State & Territory Forums and production of website information.

Forum Leader

1. Co-ordinate the organisation of speakers & venue for the State & Territory quarterly and other forum meetings.
2. Liaise with State Representative to confirm information to be distributed to members ahead of each Forum Meeting.
3. Chair the forum meetings, and respond to general member questions and feedback.
4. Promote BCI membership and respond to membership questions.
5. Manage the nomination and selection of the new Secretary.

Forum Secretary (Automatic progression to Forum Leader in accordance with Forum rules)

1. Assist to organise the speakers & venue for the forum meetings.
2. Assist to prepare and distribute meeting notifications, agendas and other records of forum meetings to members.
3. Maintain a local register / contact list of members and guests as appropriate, making use of the BCI Australasian Chapter database facility accessed via Chapter website.
4. Add information, such as presentations and meeting records onto the BCI Australasian Chapter website.
5. Manage and maintain financial and expense records for forum meetings as appropriate.