**Returning Officer**

**New position in 2020**

**returningofficer@insight.org.au**

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| **Name of position:** | Returning Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | The Returning Officer is a new position on the 2020 committee. This position is for an individual with previous experience as a member of the society executive or committee.**Educate, Inspire, Empower.**The Returning Officer helps to educate committee members about the workings and institutional knowledge of Insight. They inspire committee members and the wider student body to take tangible action in the area of global heath. They empower the Insight executive to set and work towards goals by providing knowledge about the success of previous initiatives by the organisation (while not inhibiting forward growth). They empower committee members to upskill, enact effective ideas and initiatives and collaborate within the organisation.**Main Roles**The Returning Officer is responsible for:1. The continuation of institutional knowledge.
2. Attending committee meetings and executive meetings as invited by the exec.
3. Mentoring the new exec as directed by the executive elect.
4. Organising the AGM for the calendar year.
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| **Positives of position:** | * New role with scope to make it your own
* Opportunity to continue contributing to Insight with less of a time commitment
* Opportunity to build and maintain Insight’s institutional knowledge
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| **Negatives of position:** | * New role and therefore the specifics of the role are not clearly defined currently
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| **Time required:** | Approx. expected workload is 1-2 hour per week when workload is low (early in the year)Increases to several hours leading up to the AGM.  |
| **Ideas for the future:** |   |
| **Experience required:** | Knowledge of the functioning of Insight and previous experience as a member of the society executive or committee. |
| **Past office bearers:**  | None |