State Emergency Service
Association of NSW

State Emergency Service Association of NSW Incorporated
ABN: 64 549 841 564 | PO Box 553 Parramatta NSW 2124

Area Representative

Position Description

July 2026

Position Overview

The Area Representative is an elected representative of the State Emergency Service Association of NSW, responsible for representing the interests of Association members within a designated Unit, Cluster, Zone office or State Headquarters Directorate.

Area Representatives provide an important link between members and the Association by encouraging engagement, communicating Association initiatives, and ensuring local views, ideas and concerns are represented through the Association's structure. They also contribute to the Area Representation Group, providing local input into matters affecting members across the Association.

Key Responsibilities

An Area Representative is expected to:

- Promote the Association and encourage membership within their area.
- Represent the views, ideas and concerns of Association members.
- Act as the first point of contact for members seeking advice, support or assistance.
- Support members by providing guidance on Association processes and directing or referring matters to the appropriate person where required.
- Escalate significant, systemic or unresolved member issues to the Executive Committee.
- Where authorised, assist the Association in supporting, advocating for, or representing members in individual matters.
- Communicate Association news, updates and opportunities to members.
- Identify emerging local issues and opportunities affecting members.
- Attend and actively participate in Area Representation Group meetings.
- Contribute constructively to discussions and recommendations of the Area Representation Group.
- Maintain effective communication with members within their area.
- Comply with the Association Constitution, Rules, Standing Orders and policies.
- Act honestly, impartially and in the best interests of the Association.
- Maintain confidentiality and declare any actual, potential or perceived conflicts of interest.

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Direct Reports

Nil.

Reporting To

Area Representation Group Chair.

Qualifications and Requirements

- Be a current member of the Association,
- Be eligible for election under the Constitution.
- Be assigned to the Unit, Cluster, Zone Office or Directorate represented.
- Maintain Association membership throughout the term.
- Comply with the Association Constitution, Rules and policies.
- Attend Area Representation Group meetings.
- Complete induction and training prescribed by the Committee within three months of appointment.

Desirable Attributes

- Strong communication and interpersonal skills.
- An interest in member representation and governance.
- Ability to listen objectively and represent differing viewpoints.
- Sound judgement, integrity and professionalism.
- Confidence using online meeting and communication platforms.

Term of Appointment

Area Representatives are elected by Association members assigned to the relevant Unit, Cluster, Zone Office or Directorate in accordance with the Constitution.

The term of office commences when the election result is declared and concludes immediately before the next Annual General Meeting, unless the position becomes vacant earlier under the Constitution.

Area Representatives are eligible for re-election without limitation on the number of consecutive terms.