

President

The President is the principle leader of the Science Teachers' Association of Queensland (STAQ) and has overall responsibility for STAQ's administration.

The President sets the overall annual Council and/or Executive agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the STAQ members and responsible for representing the views of the members.

Responsibilities and Duties

The President should:

- Manage council and/or executive meetings
- Manage the annual general meeting
- Represent STAQ at local, regional, state and national levels
- Act as a facilitator for STAQ activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, ASIC compliance requirements, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all STAQ members

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of STAQ is approximately 2 hours per week averaged across the year, allocated approximately as:

- Chair council and/or executive meetings (3 hours per month)
- Sundry matters (1 hour per week)
- ASTA meetings (at least 1 of 2 weekends per year)
- Attendance at ad hoc functions

The President is appointed for a 12 month term.

Duty Statement

Association Duties

1. To attend and participate in monthly council and/or executive meetings.
2. To consult with the association staff and other key members of the council and/or executive in planning the association's agenda.
3. To identify and represent the wishes of members to ensure the planning and budgeting for the future is carried out in accordance with those wishes.
4. To consult with the association staff and the Secretary to develop meeting agendas and direct the volunteers' work.
5. During meetings, to prioritise agenda items and lead the meeting through the agenda in an orderly and efficient manner. He/she maintains the group's focus, stimulates group thinking, encourages and channels discussions, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions and seeks out decisions.
6. To motivate members toward active participation and involvement in association, council and/or executive activities.
7. Represent STAQ at Australian Science Teachers' Association meetings; communicate information between ASTA and STAQ members
8. To communicate regularly with STAQ staff to manage HR policies, including checking timesheets and approving leave.
9. To represent STAQ at external events (e.g. JCQTA dinners, Tall Poppy awards, Peter Doherty awards) or meetings with government or affiliated bodies.

Statutory Duties:

1. To ensure, with the other members of the Executive Committee, that the legal responsibilities of the Association, including compliance with the Australian Securities and Investments Commission are met.
2. To ensure that the regular meetings are held and that all council and/or executive members are advised of those meetings.
3. To ensure that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of committee work maintained.
4. To preside at all general meetings (of members), and council and executive meetings. This involves managing and facilitating (chairing) the meetings of STAQ, including:
 - a. ensuring that meetings are conducted in accordance with the rules of debate and the Constitution of STAQ.
 - b. noting formal motions and amendments (with the Secretary) and putting these to the meeting to vote on,
 - c. signing the minutes of previous meetings after they have been confirmed as an accurate record of the meeting, and
5. To ensure, with other members of Executive, that the requirements of any funding or other agreement that STAQ has entered into, are met.
6. To ensure that the legal Human Resource responsibilities of STAQ are followed in relation to STAQ staff.