

## **Registrar**

The Registrar is the key manager of the membership of the Science Teachers' Association of Queensland (STAQ). This person leads the development of strategies to grow the membership base and enhance member engagement.

### *Responsible To*

The registrar reports to the President, Secretary and Treasurer of STAQ and the members of STAQ.

### *Responsibilities and Duties*

The Registrar should:

- Develop and maintain strategies for the maintenance and ongoing expansion of the membership base of STAQ.
- Develop proposals for membership fees and arrangements for consideration by council and/or executive members.
- Develop processes for effective management of STAQ membership data.
- Provide the council and/or executive with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.

### *Knowledge and Skills Required*

Ideally the Registrar is someone who:

- Can communicate effectively
- Can maintain confidentiality on relevant matters
- Is passionate about STAQ and dedicated to improving STAQ practices and the membership base and engagement
- Has a good working knowledge of the STAQ membership packages, external requirements (ASTA capitation fees etc) and the Privacy Act

### *Estimated Time Commitment Required*

The estimated time commitment required as the Registrar of STAQ is 1 hour per week averaged across the year, allocated approximately as:

- Attend council and/or executive meetings (3 hours per month)
- Sundry matters (0.5 hour per fortnight)
- Attendance at ad hoc functions and possibly ASTA meetings (these may involve a weekend per year)

The Registrar is appointed for a 12 month period.

## **Duty Statement**

### *Association Duties*

1. To attend and participate in monthly council and/or executive meetings.
2. Liaise with STAQ staff to ensure the appropriate maintenance of registers of members' names and addresses, life members and sponsors
3. Liaise with STAQ staff to ensure all membership fees are collected in a timely and efficient manner.
4. Liaise with STAQ staff to follow up with a reminder letter to those members from previous years, who have not renewed their membership.
5. To encourage all members of STAQ to renew their membership as soon as possible.
6. Maintain STAQ privacy policies and liaise with STAQ staff to ensure the implementation of the Privacy Act regarding all membership information.
7. Write a member report to be presented at the AGM and included by the Secretary in the annual report
8. Represent STAQ at Australian Science Teachers' Association meetings; communicate information between ASTA and STAQ members
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 Privacy Act are met.
2. To attend all general meetings (of members), and council and executive meetings.
3. To ensure, with other members of Executive, that the requirements of any funding or other agreement that STAQ has entered into - and that the Registrar is part of - are met.