

## **Vice-President**

The Vice-President is the understudy to the President and back up leader and spokesperson of the Science Teachers' Association of Queensland (STAQ).

It is generally accepted, but not compulsory, that the Vice-President will take on the role of President when the latter's term concludes.

### *Responsible To*

The Vice-President is directly responsible to the President of STAQ and the members of STAQ.

### *Responsibilities and Duties*

The Vice-President should:

- Manage council and/or executive meetings in the absence of the President
- Manage the annual general meeting in the absence of the President
- Represent STAQ at local, regional, state and national levels
- Act as a facilitator for STAQ activities
- Assist the President and other office bearers with fulfilling his/her duties

### *Knowledge and Skills Required*

Ideally the Vice-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 Vice-President of STAQ is approximately 1 hour per week averaged across the year, allocated approximately as:

- Chair council and/or executive meetings (3 hours per month)
- Sundry matters (0.5 hours per fortnight)
- ASTA meetings (at least 1 of 2 weekends per year)
- Attendance at ad hoc functions

The Vice-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. Provide assistance to other members of the Council and Executive, in particular, the President.
3. In the absence of the President consult with the association staff and other key members of the council and/or executive in planning the association's agenda.
4. In the absence of the President consult with the association staff and the Secretary to develop meeting agendas and direct the volunteers' work.
5. During meetings, in the absence of the President 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. In the absence of the President 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. In the absence of the President ensure that the regular meetings are held and that all council and/or executive members are advised of those meetings.
3. In the absence of the President ensure that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of committee work maintained.
4. In the absence of the President 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. In the absence of the President ensure that the legal Human Resource responsibilities of STAQ are followed in relation to STAQ staff.