

Members of the Advisory Council (Council members)

The Council members act in an advisory capacity to the Executive team of the Science Teachers' Association of Queensland (STAQ). The success of the Advisory Council depends on the contributions made by each of its members.

The Science Teachers' Association of Queensland (STAQ) represents the interests of teachers of science from Preparatory to Year 12 across all educational sectors in Queensland. Your interest in contributing to our profession is much appreciated. In return, your membership on council will contribute to your professional standing and enhance your awareness of emerging developments in the Science Education community both at the state and national level.

Responsible To

The Council members report to the President, Secretary and Treasurer of STAQ and the members of STAQ.

Responsibilities and Duties

The Council members should:

- Contribute ideas and criticisms at Advisory Council meetings.
- Adequately prepare themselves for Advisory Council meetings.
- Develop *Council Reports* - proposals and recommendations for improvements to STAQ to be considered by the Executive team.
- Represent the wishes of non-Council members at the Advisory Council meetings.
- Assume responsibility for an event or project.

Knowledge and Skills Required

Ideally a Council member is someone who:

- Can communicate effectively
- Is passionate about STAQ and dedicated to improving STAQ

Estimated Time Commitment Required

The estimated time commitment required for Council members of STAQ is 2.5 hours per month, allocated approximately as:

- Attend council meetings (2 hours per month)
- Sundry matters (0.5 hour per month)
- Attendance at ad hoc functions

Council members are appointed for a 12 month period.

Duty Statement

Association Duties

1. To attend and participate in all Advisory Council meetings.
2. Review the agenda and accompanying materials *prior* to attending the meeting. Seek clarification of any items that are not clear.
3. Stick to the agenda during the meeting.
4. Determine what the exact purpose of the meeting is and decide in advance how and what to contribute.
5. Keep replies short and to the point.
6. Do not hesitate to comment, criticize constructively or disagree.
7. Keep in mind that the Advisory council and Executive team have authority to decide and act, not individual members.
8. To represent STAQ at external events.

Statutory Duties:

1. To attend all general meetings (of members), and council meetings.

Guidelines for Council Reports

Formal council reports, recommending a course of action or conveying information to the Executive Team, are to be presented in written form. Council reports can accomplish several objectives:

- Convey activities and tasks that have been taken towards the committee's goals and objectives.
- Recommendations for organizational changes.
- Recommendations for association programs or services.
- Request for approval of a new policy or for a change in an existing policy.
- Request for emergency action to adopt policy.
- Request for information.