

## **Secretary**

The Secretary is the chief administration officer of the Science Teachers' Association of Queensland (STAQ). This person provides the coordinating link between members, the management committee and outside agencies.

### *Responsible To*

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

### *Responsibilities and Duties*

The Secretary should:

- Prepare and manage meeting preparations
- Call for and receive nominations for council, executive and other positions for the AGM
- Collate annual and monthly office bearer's reports
- Maintain files of legal documents
- Act as the public officer of STAQ liaising with members of the public, affiliated bodies and government agencies.
- Represent STAQ with ASIC

### *Knowledge and Skills Required*

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution and ASIC compliance requirements.

### *Estimated Time Commitment Required*

The estimated time commitment required as the Secretary of STAQ is 1.5 hours 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 week)
- ASTA meetings (at least 1 of 2 weekends per year)
- Attendance at ad hoc functions

The Secretary is appointed for a 12 month period.

## **Duty Statement**

### *Association Duties*

1. To attend and participate in monthly council and/or executive meetings.
2. To consult with the association staff and the President to prepare meeting agendas.
3. Confirm arrangements including venue, date, times and hospitality for meetings
4. Liaise with STAQ staff to send adequate notice of the meetings
5. Call for reports from office bearers
6. Call for and receive nominations for council, executive and other positions for the AGM
7. In the absence of STAQ staff, take the minutes of meetings and write up the minutes as soon as possible after the meeting
8. Collate and arrange for the printing of the annual report
9. Maintain files of legal documents such as constitutions, leases and titles
10. Act as the public officer of STAQ liaising with members of the public, affiliated bodies and government agencies.
11. Represent STAQ at Australian Science Teachers' Association meetings; communicate information between ASTA and STAQ members
12. To represent STAQ at external events (e.g. JCQTA dinners, Tall Poppy awards, Peter Doherty awards) or meetings with government or affiliated bodies.
13. Liaise with STAQ staff for purchase of uniforms and/or name badges
14. Liaise with STAQ staff to send AGM minutes to ASIC and arrange for changes in office bearers on the ASIC register.

### *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 attend all general meetings (of members), and council and executive meetings. This involves:
  - 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 President) 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
5. To ensure, with other members of Executive, that the requirements of any funding or other agreement that STAQ has entered into, are met.