

AVETRA Position Descriptions 2012 onwards

Note: * Position also includes the duties required of an Ordinary Executive Member (see below)

POSITION	DESCRIPTION
<p>President*</p>	<p>Purpose To lead AVETRA and act as Chair of the Executive</p> <p>Duration Two years commencing after an election with an option to withdraw after 1 year (<i>Latter clause subject to ratification at SGM 2010</i>)</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Provide the public face of AVETRA and promote the organisation effectively and in an appropriate manner • Lead interaction with national and international organisations in the VET sector and the academy • Manage the relationship with the Secretariat and/or other bodies or people employed by AVETRA • Oversee the management and conclusion of AVETRA-funded initiatives • Manage relationships with AVETRA sub-groups including conference committee • Chair Executive meetings and initiate between-meeting decision-making meetings by Officers and whole Executive as necessary • Authorise any payments of over \$1000 in addition to normal Treasurer authorisation • Sign contracts on behalf of AVETRA • Time commitment at least one day a week

POSITION	DESCRIPTION
<p>Vice President*</p>	<p>Purpose To serve as member of the Officers of AVETRA and to deputise for the President</p> <p>Duration Two years commencing after an election</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Act as President when required, in accordance with the Constitution • To be involved in between-meeting decision-making meetings by Officers as necessary • Time commitment approximately half a day a fortnight except when acting as President, when it may rise to one day per week

POSITION	DESCRIPTION
<p>Secretary*</p>	<p>Purpose To be responsible for the maintenance of accurate records relating to the actions and decisions of the Executive in their meetings and the AGM. To serve as member of the Officers of AVETRA.</p> <p>Duration Two years commencing after an election</p> <p>Main Duties</p> <p>1 Manage agendas, papers and correspondence for meetings of the Executive</p> <ul style="list-style-type: none"> • Liaise with the AVETRA Secretariat to ensure the timely flow of correspondence to the Executive • In collaboration with the President and other members of the Executive prepare agendas for Executive meetings • Confirm arrangements with AVETRA Secretariat in relation to venues for face-to-face meetings and times for teleconference meetings • Notify/remind members of dates of meetings at least four weeks before each meeting as per the Management Meetings Schedule • Call for agenda items at least two weeks before Executive meetings • Circulate agenda papers at least one week before Executive meetings • Take minutes at meetings • Prepare minutes of Executive meetings for circulation to the Executive within one week of meeting • Work with the AVETRA Secretariat to ensure an accurate record of agendas and minutes from meetings are filed • To be involved in between-meeting decision-making meetings by Officers as necessary <p>2 Reports and Correspondence</p> <ul style="list-style-type: none"> • Cooperate with members of the Executive to produce correspondence and reports as required from time to time <p>3 AGM</p> <ul style="list-style-type: none"> • In cooperation with the Executive and AVETRA Secretariat prepare agendas and papers for the AGM • Take minutes at the AGM • Prepare minutes of AGM and ensure they are filed with the Secretariat to facilitate future meetings <p>Skills, personal qualities and other requirements</p> <ul style="list-style-type: none"> • Organisational and administrative skills including word processing skills; skills in file and email management • Executive meetings are normally held by teleconference, with two face to face meetings each year. • Time commitment approximately one day a fortnight

POSITION	DESCRIPTION
Treasurer*	<p>Purpose To be responsible for the maintenance of accurate end of month, quarterly and annual financial records and reporting these to the Executive in their meetings and the AGM. To serve as member of the Officers of AVETRA.</p> <p>Duration Two years commencing after an election</p> <p>Main duties</p> <ul style="list-style-type: none"> • Provide financial reports to Secretary for circulation, at least nine days before each Executive meeting. • To liaise with the AVETRA secretariat to ensure that accounts are paid and receipts banked and recorded in a systematic and a timely manner in according with standard accounting principles and practices. • To monitor receipts and accounts for payment and to report on these as appropriate to the Executive for advice and authorisation of payment. • To be one of the signatures for dual authorisation of payment for the AVETRA bank accounts. • To monitor and provide advice to the Executive on AVETRA financial matters. • To prepare an annual budget for consideration, development and endorsement by the AVETRA Executive. • To receive advice and support from executive members in relation to managing accounts for payment and receipts by AVETRA for various authorised activities. Eg conference; mentoring, journal and OctoberVET. • To ensure that correct annual tax and BAS returns are submitted to the Australian Taxation Office • To follow up in relation to audit requirement of the Association. • To be involved in between-meeting decision-making meetings by Officers as necessary <p>Skills, personal qualities and other requirements</p> <ul style="list-style-type: none"> • Organisational and financial management skills in keeping with those of a treasurer who is supported by a secretariat. • Communication skills to interpret and report on financial matters to the executive and membership and in keeping with the incorporated status of the Association. • Time commitment approximately one day a fortnight. • Ideally will reside or work within easy access to the Secretariat offices in North Sydney. However this is not essential, although occasional visits may be necessary

POSITION	DESCRIPTION
Membership	Purpose

Secretary*	<p>To be responsible for the maintenance of accurate membership records for AVETRA and to develop strategies to increase membership and to improve member services. To participate fully as a member of the AVETRA Executive.</p> <p>Duration Two years commencing after an election</p> <p>Main Duties</p> <p>1 Membership fees</p> <ul style="list-style-type: none"> • Monitor the collection of annual membership fees by the Secretariat. • Liaise with the AVETRA secretariat in order to maintain an accurate membership database, including categorisation by type of institutional affiliation. • Work with past records to produce a list of commencement dates for members. <p>2 Reports</p> <ul style="list-style-type: none"> • Submit a report on membership numbers and the names of new members to Secretary for circulation, at least nine days before each Executive meeting • Prepare an annual report of membership for presentation at the AGM. <p>3 Development</p> <ul style="list-style-type: none"> • To report to the Executive on all issues affecting the membership of AVETRA including proposals for increasing membership and improving member services. • Ensure that web site is up to date in regard to all issues relating to membership and member services. <p>Skills, personal qualities and other requirements</p> <ul style="list-style-type: none"> • Organisational and administrative skills. • Candidates will be members of AVETRA. • Ideally will reside or work within easy access to the Secretariat offices in North Sydney. However this is not essential, although occasional visits may be necessary. • The time commitment can be estimated roughly at a half day a fortnight or approx two to three hours per week on average, but will have peaks and troughs.
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POSITION	DESCRIPTION
OctoberVET co-ordinator*	<p>Purpose The OctoberVET coordinator is responsible for the management of the</p>

	<p>OctoberVET research program which involves coordination among the convenors of OctoberVET seminars/workshops, the AVETRA secretariat and the national executive. OctoberVET is the name given to a series of events in local communities that are designed to showcase VET research. Interactive workshops or seminars featuring recent and topical VET research issues and/or projects are organised at various times throughout October every year. OctoberVET broadens the activities of AVETRA beyond its annual conference in one location, to provide State and Territory-based forums for a wide range of community participants. See http://www.avetra.org.au</p> <p>Duration Two years commencing after an election</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Liaise with AVETRA secretariat to ensure accurate and timely information about each OctoberVET is published on the AVETRA website including annual updating. • Act as a point of contact for potential OctoberVET convenors. Respond to their enquiries and provide Convenor Information as required. Forward applications requesting financial underwriting to Executive for approval. • Monitor the list of convenors and communicate with them regarding information required for uploading onto the OctoberVET website. • Liaise with the AVETRA secretariat regarding AVETRA publicity to be sent for each seminar/workshop • Where necessary, connect convenors to AVETRA Treasurer if there are any financial considerations for particular event/s. • Liaise with convenors or their nominated contact people after the OctoberVET seminars/workshops to provide evaluation information from each event and presentation documents to be uploaded onto the AVETRA website. <p>Reports</p> <ul style="list-style-type: none"> • At the national executive meeting held prior to the annual AVETRA conference, provide a report on OctoberVET planning for the forthcoming year. • Prepare a report of OctoberVET outcomes for presentation at the December meeting of the national executive. • Ongoing reporting to the national executive during teleconference meetings throughout the year. <p>Skills, personal qualities and other requirements</p> <ul style="list-style-type: none"> • Organisational and administrative skills. • Candidates will be members of AVETRA. • The time commitment varies throughout the year. It can be estimated roughly at a half day a fortnight with additional commitments as required.
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POSITION	DESCRIPTION
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Ordinary executive member

Purpose

To serve as member of the AVETRA Executive and contribute to collective debate and decision making

Duration

Two years commencing after an election

Main Duties

- Attend Executive meetings by teleconference (monthly) and face to face (normally twice a year) and contribute to collective decision making
- To keep abreast of AVETRA business and agenda papers to enable informed contribution
- To promote AVETRA wherever possible and appropriate in own networks and organisations
- To be involved in between-meeting decision-making email resolutions as required
- To respond promptly to email and phone contact relevant to AVETRA business
- To suggest and/or undertake specific tasks or projects in support of AVETRA initiatives
- Time commitment approximately half a day a month to a day a month, depending on specific tasks or project work undertaken.

Skills, personal qualities and other requirements

- To be a financial member of AVETRA on nomination and throughout term of office
- If a member of Executive in the previous term, must have fulfilled meeting attendance requirements to stand for election or take up position.
- To behave with integrity, good faith and honesty in relation to responsibilities of the Association.
- Adhere to Executive 'code of etiquette' as described below:
 - ❖ responding within requested time frame to a fellow committee member's request for feedback;
 - ❖ if unable to carry out a specific task or project for which he or she has volunteered, and the task or project is time-sensitive or affects other people or projects, notifying the President promptly to enable another volunteer to be sought;
 - ❖ liaising with other committee members personally, rather than delegating to, or allowing liaison by, workplace staff members;
 - ❖ tendering resignation if unable to meet attendance requirements as per the Constitution to allow a replacement committee member to be co-opted (proposed requirements from 2010 are that Executive members should not miss more than two meetings in any calendar year).

Specific tasks or project work include examples such as:

- Edit or co-edit the quarterly newsletter *A-News*, which requires the sourcing and collation of material, and writing the occasional article;
- Serving on sub-committees eg *International Journal of Training*

	<p><i>Research</i> management committee;</p> <ul style="list-style-type: none"> • Contributing to AVETRA outreach activities, such as mounting an OctoberVET event or development activities novice researchers; • Taking part in working parties to manage AVETRA projects or select winners of awards or scholarships; • Editing <i>Research Today</i>, AVETRA magazine about researchers and researching, currently twice a year; • Monitoring currency of AVETRA web site.
Public Officer	<p>Definition: Public officer, in relation to an association means the person who is appointed as the association's public officer, and until he or she is replaced by a person so appointed, includes the person who is nominated as the association's public officer in the association's application for registration. The Associations Incorporation Bill (NSW) requires the appointment of a Public officer</p> <p>Overview of responsibilities Act as the public officer in accordance with The Associations Incorporation Bill 2009 (NSW – Department of Commerce, reporting to the Commissioner of Fair Trading)</p> <p>Eligibility The Public Officer must be a person who is aged 18 years or more and is ordinarily resident in New South Wales. The position of public officer may, but need not be, held by a committee member.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To ensure that the Association's address is kept up to date with the Director General – notification must be provided with in 28 days if the address of the association is changed. • To keep the Director General informed of any change in the associations constitution by way of name, objects or official address. • To ensure that the annual financial reports of the Association are lodged with the Director General within one month of the Annual General Meeting of the Association. • Ensure that the Director General is notified of his/her appointment • Alert Executive to requirement for a replacement on resignation. Within 14 days after vacating office, a former public officer of an association must ensure that all documents in his or her possession that belong to the association are delivered to a committee member of the association. • Other duties as per the relevant legislation as amended from time to time <p>Skills, personal qualities and other requirements</p> <ul style="list-style-type: none"> • Organisational management skills in keeping with those of a public officer as defined by the Association Incorporation Bill 2009 NSW. • Communication skills to interpret and report on public officer matters to the executive and membership and in keeping with the incorporated status of the Association.

	<ul style="list-style-type: none"> • Report to AVETRA executive meetings and secretariat as required in keeping with legal and financial requirements. • Time commitment approximately 4 days a year.
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POSITION	DESCRIPTION
Awards and Scholarships*	<p>Purpose</p> <p>To maintain an accurate, up-to-date web-based record of all awards and scholarships given by AVETRA.</p> <p>Duration</p> <p>Two years commencing after an election with an option to withdraw after 1 year</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Liaise with AVETRA Secretariat to obtain information about all award and scholarship winners announced at the AVETRA annual conference • Using the AVETRA Awards and Scholarships website as a guide, compile the annual Awards and Scholarships information for the website • Identify pre-conference who will take photos of Award and Scholarship recipients and arrange for these to be provided to the AVETRA Secretariat for upload to the website • Review the AVETRA Awards and Scholarships website on an annual basis with the AVETRA Secretariat for currency and useability • Sit on the selection panel of each AVETRA-determined Award and Scholarship

POSITION	DESCRIPTION
A News Producer/ Editor*	<p>Purpose</p> <p>Duration</p> <p>Two years commencing after an election with an option to withdraw after 1 year (<i>Latter clause subject to ratification at SGM 2010</i>)</p> <p>Main Duties</p> <ul style="list-style-type: none"> •

POSITION	DESCRIPTION
Research Today Producer/ Editor*	<p>Purpose</p> <p>Duration</p> <p>Two years commencing after an election with an option to withdraw after 1 year (<i>Latter clause subject to ratification at SGM 2010</i>)</p> <p>Main Duties</p>

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POSITION	DESCRIPTION
ITJC Editor*	<p>Purpose</p> <p>Duration Two years commencing after an election with an option to withdraw after 1 year (<i>Latter clause subject to ratification at SGM 2010</i>)</p> <p>Main Duties</p> <ul style="list-style-type: none"> •