

General responsibilities, in partnership with the Executive Committee	Included tasks
Association & Conference Management Oversee all contracts and agreements in consultation with the Executive	Ensure annual review and succession planning for Association and Conference Management

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POSITION STATEMENT: SECRETARY		
General responsibilities, in partnership with the Executive Committee		Included tasks
Governance & planning	Ensure the preparation and adoption of appropriate Executive Committee policies.	Oversee the management of Executive Committee business together with the President, Treasurer, Executive Office Manager and Public Officer Support the development of the Association Strategic and Business/Operational Plans
	Contribute to the strategic direction of the Association.	
	Contribute to ethically, environmentally, and socially responsible Association operations.	
	Lead the development and regular review of a Marketing Plan for the Association and ensure marketing performance is reported to the Executive Committee.	
Meetings	Ensure that appropriate standing orders are in place in accordance with the Constitution.	Provide guidance to the Executive Committee to ensure the Association operates in accordance with regulatory reporting requirements (Constitution, Associations Incorporation Act, ASIC). Report the outcome of the election to the AGM. SYY_1\Y 5; A @j'Uddfj U`cZH.Y` of members appointed to the Executive
	Support the President and Executive Office Manager to prepare agendas, notices and reports in advance of each Executive Committee or General Meeting, according to standing orders.	
	With the President and Executive Office Manager, oversee the distribution of meeting papers before Executive Committee and General Meetings.	
	With the President and Executive Office Manager, oversee minute taking and distribution protocol for each Executive Committee and General Meetings.	
	Oversee the organisation of Executive Committee and General Meetings, according to standing orders.	
	Provide Secretary report to the Annual Report and AGM.	
	Serve on the Executive Management Team between Executive Committee meetings	
	Oversee Executive committee nomination, election and voting protocols	
Committee & Portfolio Administration		Oversee calls for nomination, election ballots and related documentation

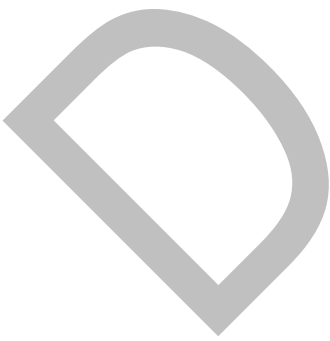
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General responsibilities, in partnership with the Executive Committee	Included tasks
<p>Membership Lead the development of Association membership strategy including chairing the Membership sub-committee.</p>	<p>Oversee regular member surveys Ensure compliance with Australian privacy principles and legislation</p>

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Other Executive Committee Roles

Executive Management Team Sub Committee makes business decisions necessary for the day-to-day administration of the Association between meetings of the Executive, and to makes decisions on nominations and applications for various awards and grants of the Association [Clause 6.1d](#)

The Executive Committee may establish Standing Committees as required from time to time to facilitate the conduct of its work. [Clause 6.1e](#)

The Executive Committee may appoint such committees as it deems desirable to carry out particular tasks designed to make a substantive contribution to educational research. [Clause 6.1j](#)

The Executive Committee may co-

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