

Tasmania Weed Society



Executive Committee Position Descriptions

July 2003

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President

The President has overall responsibility for the functioning of the Society. He/she will ensure all responsibilities of society are adequately discharged and decisions are undertaken in accordance with the constitution and due process. The President will provide the overall coordination and foster the development of the society in partnership with the executive. The President will have a strong commitment to the Society.

Skills:

- He/she will be a good communicator with the capacity to coordinate activities of the Executive and run meetings.

Duties:

- Generally oversee the business of the Tasmanian Weed Society and ensure the objectives of the Society are being met.
- Represent the Society.
- Convene the Annual General Meeting (AGM) in March each year and meetings of the Executive as required.
- Liaise with the Council of Australian Weed Science Societies (CAWSS) as an Executive member and action as President of CAWSS as required in accordance with the CAWSS rotational Presidency.
- Present an Annual Report to the AGM.

Vice President

The primary function of the Vice President is to undertake the duties of the President when the President is indisposed.

Skills:

- He/she will be a good communicator with the capacity to coordinate activities of the executive and run meetings.

Duties:

- Assist the President with overseeing the business of the Society.
- Exercise the powers of the President as may be necessary in the absence of the President.

Public Officer

This position is responsible for meeting the Societies responsibilities under the Associations Incorporations Act. It is the legal front person for the Society. The position is not frequently rotated.

Skills:

Must be familiar with the activities of the Society and have a capacity to act as a spokesperson for the Society in the event of any litigation.

Duties:

- Ensure that Corporate Affairs are notified of any change in Public Officer within 14 days. (Use Form 6).
- Ensure that Corporate Affairs are notified of any change of address of the Public Officer within 14 days. (Use Form 6).
- Ensure that Corporate Affairs are notified of any change in the Constitution within 14 days. (Use Form 4).
- Consult with the executive and act as the spokesperson for the Tasmanian Weed Society in the event of any litigation.

Secretary

The Secretary is responsible for providing the administrative support to the Society including correspondence and agendas and minutes. This position is also the primary contact for the society. The position requires access a computer and to the internet.

Skills:

- Be familiar with the activities of the Society.
- Good written and verbal communication skills.
- Basic computer competency.
- Key board skills and
- Ability to take accurate notes and produce minutes

Duties:

- Regularly collect all correspondence, file and present to meetings. Bank statements, payments and accounts to be forwarded to the Treasurer, accounts to be tabled with the executive out of session for approval to keep payments timely. Other correspondence to be forwarded to the responsible Executive officer as required.
- Take minutes of meetings, file and distribute to Executive within two weeks of a meeting.
- Reply to correspondence and prepare correspondence as required and file copies.
- Maintain the membership database and periodically forward to the newsletter editor.

Treasurer

The Treasurer is responsible for the management of the financial affairs of the Society including keeping accurate financial books and overseeing the financial health of the society. He / she will be responsible for receiving and banking money and paying accounts. The Treasurer shall also maintain the membership database. The treasurer is required to have access to a computer with Microsoft Excel™ and have internet access.

Skills:

- An ability to accurately record all transactions.
- Experience with spreadsheets and good numeracy skills.
- Ability to learn basic accounting procedures.

Duties:

- Maintain up to date financial books for the Society and present the financial situation to each general meeting of the Society.
- Issue receipts for all monies received.
- Following out of session tabling of accounts, issue cheques as required and have them countersigned by at least one other signatory to the Society account.
- Forward membership forms and renewals list to the Secretary.
- Prepare the annual financial statement, in accordance with the audit requirement, for the end of financial year.
- Arrange for the annual financial statement to be audited by an auditor
- Presentation annual financial statement to the AGM.
- Forward the financial statement, list of executive officers and the auditors statement as an annual return to the Office of Corporate Affairs.
- Forward the financial statement, and the auditors statement to the Office of the Newsletter Editor for publication.
- Maintain the membership database for the Society.

Newsletter Editor

The Newsletter Editor is responsible for coordinating, publishing and distributing four editions of Tasweeds each year. The Editor will ensure the represents the activities of the Society and provides a means of communication for members and provides information on weed issues.

Skills:

- He/she will be proficient with word processing and desk top publishing software. Access to a computer, internet, scanner, printer and appropriate software is essential.

Duties:

- Solicit and collate articles for Tasweeds to cover the activities of the Society and other issues of weed related interest.
- Publish 4 issues a year at the beginning of March June September and December (*Check dates*).
- Obtain membership list updates from the Treasurer to ensure all current members receive copies.
- Ensure a paper copy of each edition is archived with the Secretary and an electronic copy of the newsletter is archived with the Editor.

Webmaster

The Webmaster is responsible for maintaining and developing the Society web site (<http://www.angelfire.com/nb/tasweeds/>). Access to a computer, internet and web publishing software is essential.

Skills:

- He/she will be proficient in web publishing and have a strong interest in internet technologies.

Duties

- Maintain a functioning Society web page and associated links.
- Update Society contacts following each AGM.

Regional Event Coordinators

Each of the north-west, north, and south are represented by an event coordinator on the Executive Committee. Event coordinators are responsible for developing and assisting as required with Society events.

Skills:

- A good communicator and ideas person with a flair for co-ordinating or organising activities.

Duties:

- To develop or encourage others to develop Society activities and prepare a forward calendar of events for each financial year.
- To assist other Regional Coordinators in management of Statewide Society events.
- To ensure flyers/advertisements are prepared for newsletters and event reports are submitted to the newsletter.

Publicity Officer

The publicity officer has the task of promoting the society and its events.

Skills:

- A good communicator with an interest in media and community involvement.

Duties:

- Develop strategies for publicising and maintaining the profile of the society among weed management stakeholders.
- Organise press releases for events and publicity for the Society and its aims.