

## **ASET-NSW Inc. COMMITTEE ROLE DESCRIPTION**

### **1. Chairperson**

- Chair ASET meetings
- Preside over the general management and affairs of ASET NSW Inc including the property and funds of the organisation in conjunction with the committee
- Liaise on behalf of ASET with other organisations and individuals
- Oversee the organisation of ASET

### **2. Vice-Chairperson**

- Manage the organisation in the absence of the Chairperson
- Assist with organisation of PD days

### **3. Secretary/membership**

- Maintain correspondence with members and others as required
- Circulate approved minutes to committee members
- Co-sign cheques
- Keep an up-to-date spreadsheet with all member names, school and contact details
- Maintain membership list for outward bound emails
- Maintain records of meetings
- Assist with organisation of PD days

### **4. Minutes Secretary**

- Ensure all meetings are effectively minuted
- Assist with organisation of PD days

### **5. Treasurer**

- Invoice all membership applications and PD/conference registrations
- Reconcile banking records for all events
- Co-sign cheques
- Prepare all information required for the yearly audit of ASET
- Assist with organisation of PD days

### **6. Webmaster**

- Maintain ASET website
- Organise ASET documents in google.docs archive
- Upload advertising to the website
- Assist with organisation of PD days

### **7. General committee members**

- Attend meetings and make contributions to the committee
- Assist with the organisation of PD days
- General committee members are delegated responsibilities by the management

### **Newsletter Editor**

- Newsletter is published once per semester. The newsletter is emailed to members, suppliers and uploaded to the ASET website. Items for inclusion are gladly welcomed.

### **Sub-Committees**

- Help to establish regional groups
- Liaise with ASET committee to organise support for PD days organised by the sub-committee in their region
- Act as organisers for regional activities eg. PD days