

Summary of Roles on STAT council

1. The President is the principal leader of the association and has overall responsibility for administration. The President sets the overall annual Council agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the council on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective council meetings.
2. The Treasurer is the chief financial management officer. They oversee all financial decisions and provide financial information to Council. They ensure that the organisation maintains a sound financial position.
3. The Vice-President is the understudy to the President and back up leader and spokesperson. It is generally accepted, but not compulsory, that the Vice-President will take on the role of President when the latter's term concludes. STAT has also proposed that the VP be responsible for liaising with contract workers and overseeing their performance.
4. Operational Secretary takes care of making bookings for meetings, reminding council members that the next meeting is coming up and calling for both apologies and attendees; consolidating the meeting agenda (in conjunction with the president) and distributing it to council. Dealing with occasional correspondence in consultation with the president.
5. The Minute Secretary maintains a neat and clearly set out record of each meeting's minutes so that they are available for council reference. The Minutes Secretary should ensure that a record of all minutes is maintained for audit purposes, in Dropbox or similar.
6. The Membership Secretary maintains a data base of members; assists with the membership renewals by circulating membership numbers and receipts; and communicates with members about membership benefits
7. The STATIC editor ensures that STATIC is published 4 times a year; in a timely manner and with suitable content. This may include collating material, following up contributions. The editor reports to council.
8. Social Media Officer oversees all social media communications; regularly posting to and monitoring STAT's social media accounts, simultaneously; writes content that is suitable for various social media platforms; and keeps up-to-date with all that is happening within the organisation.
9. Communications officer maintains an up-to-date database of all current members' email addresses; is responsible for the dissemination of information and events to all members by email, Infostream, Sci-Net, ensuring that the same information sent to infostream is also sent to the Catholic education Office and to the Independent Schools Tasmania; maintains and regularly updates the STAT website
10. The CONASTA convener organizes a conference committee, chairs meetings of the committee; organizes tasks as required; communicates with ASTA as conference manager; reports to council on the progress of conference organization. Only comes around once every 8 years.
11. The CONSTAT convener organizes a conference committee, chairs meetings of the committee; organizes tasks as required; reports to council on the progress of conference organization; and liaises with the Treasurer re the conference budget. CONSTAT rotates around the State.
12. The Awards officer is responsible for maintaining a timeline of award opportunities; advertising STAT (& other appropriate) awards to teachers and students in a timely manner;

collating nominations for major STAT awards and convening a group who will choose the winner for a STAT award. The Awards officer reports on progress on these items to council.

13. The PL committee chair is responsible for convening a committee which will support the PL coordinator by providing ideas for appropriate activities; structuring a timeline for the year; ensuring the timeline and activities are advertised in a timely manner. The PL committee chair reports to council on the committees work and decisions
14. The TSTS Committee chair is responsible for convening a committee which will support the TSTS coordinator by structuring a timeline for the year; ensuring the timeline and events are advertised in a timely manner; providing ideas for workshops and challenges as required. The PL committee chair reports to council on the committees work and decisions.