### 2023 STAT Committee Nomination Form

### (Please return completed form to [bronwen.baumetarrant@gmail.com](mailto:bronwen.baumetarrant@gmail.com) by the 1st of June 2023)

I am interested in nominating for the following position/positions:

(Please highlight the following box/es to indicate which position/s you wish to nominate for. Please see description of each role at the end of this form)

* President
* Treasurer
* Assistant Treasurer
* Minute Secretary
* Operational Secretary
* Professional Learning and Engagement Officer
* Membership and Communications Officer
* STAT Scoop Officer
* TSTS Officer
* National Science Week Representative
* ASTA Delegate
* General Committee Member

**I,**

**present for nomination for the position of**

**Nominee’s Address:**

**Telephone:**

**Email:**

**Signature of Nominee:**

(Nominations can be supported and seconded at the AGM)

**Nominated by:**

**Signature:**

**Nomination seconded by:**

**Signature:**

**Date of Nomination:**

Thank you for your interest in nominating for a position on the Science Teachers Association of Tasmania Council.

**Roles on the STAT Committee**

**President**

The principal leader of the association and has overall responsibility for administration. The President sets the overall annual committee agenda, helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

**Treasurer**

The chief financial management officer. They oversee all financial decisions and provide financial information to the committee. They ensure that the organisation maintains a sound financial position.

**Assistant Treasurer**

Supports the treasurer and helps with the overall workload. See treasurer description.

**Operational Secretary**

The operational secretary takes care of making bookings for meetings, reminding committee 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 the committee. Dealing with occasional correspondence in consultation with the president.

**Minute Secretary**

The Minute Secretary maintains a neat and clearly set out record of each meeting’s minutes so that they are available for committee reference. The Minutes Secretary should ensure that a record of all minutes is maintained for audit purposes, in google drive.

**Professional Learning and Engagement Officer**

With the support of general committee members provides ideas for appropriate activities (PL, networking etc); structuring a timeline for the year; ensuring the timeline and activities are advertised in a timely manner. Builds relationships and engages with members by also overseeing the major STAT awards, including convening groups as needed to review these.

**Membership and Communications Officer**

Assists with the membership renewals by circulating membership numbers and receipts; and communicates with members about membership benefits. Is responsible for the dissemination of information and events to all members by all communication means as well as regularly updates the STAT website.

**STAT Scoop Officer**

Ensures that SCOOP is published a minimum of 6 times a year; in a timely manner and with suitable content. This may include collating material, following up contributions.

**TSTS Officer**

The TSTS Officer will support the TSTS Director 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 TSTS officer will report to the committee on all that is happening with the TSTS and be the main committee support and overseer of the TSTS Director.

**National Science Week Representative**

Will represent STAT on the National Science Week Committee, attend meetings and report back to the committee on all happens and events at each meeting.

**ASTA Delegate**

Supports the president and STAT director who represents STAT on the Australian Science Teachers Association Board. Understates duties on a national level as required and ensures representation of STAT as a member of this board. Attends a national board meeting once a year face to face and by monthly online meetings as required.

**General Committee Member**

Agrees to attend 80% of all committee meetings ensuring that responses are provided in a timely manner. Understands that while they are a general member, they will be required to support the committee and committee officers with various jobs and the formation of subcommittees throughout the year.