

Adolescent Success Management Committee Position Descriptions (2019-2021)

Position Title	President (Executive Member)
Responsible to	ADOLESCENT SUCCESS members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * attend, in person or virtually, meeting of the Adolescent Success Executive * fulfill responsibilities of role between meeting dates * preside on skype/zoom meetings with other committee members
Responsibilities	The President shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan? of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles
b) Responsibilities specific to role	<ul style="list-style-type: none"> * the President is a member of the Adolescent Success Executive advocate for the Association * preside as chairperson at general meetings of the Association and meetings of the Management Committee * be a signatory to Association accounts * represent the Association at functions * respond to emergent issues as required * negotiate contracts on behalf of the Association * oversee the implementation of ADOLESCENT SUCCESS strategic plans * oversee the management (e.g. timesheets, leave) of ADOLESCENT SUCCESS employees * oversee the subcommittee structure of ADOLESCENT SUCCESS
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * manage and promote strategic planning * have strong written communication skills * be confident and skilled in public speaking * adhere to and manage meeting protocols

Position Description

Position Title	Vice President (Executive Member)
Responsible to	President and ADOLESCENT SUCCESS members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * attend, in person or virtually, meeting of the Adolescent Success Executive * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The Vice President shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan? of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles * attend no less than two meetings per year
b) Responsibilities specific to role	<ul style="list-style-type: none"> * the Vice President is a member of the Adolescent Success Executive assume the responsibility of President in the absence of the President * in the absence of the President be chairperson at general meetings of the Association and meetings of the Management Committee * carry out actions in agreement with the President to provide leadership and guidance to the Committee * actively seek opportunities to support the President
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * promote strategic planning * have strong written communication skills * be confident and skilled in public speaking * adhere to and manage meeting protocols

Position Description

Position Title	Treasurer (Executive Member)
Responsible to	President and ADOLESCENT SUCCESS Members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * attend, in person or virtually, meeting of the Adolescent Success Executive * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The Treasurer shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan? of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs. * represent ADOLESCENT SUCCESS at forums * take on project management roles as deemed necessary * attend no less than two meetings per year
b) Responsibilities specific to role	<ul style="list-style-type: none"> * the Treasurer is a member of the Adolescent Success Executive * maintain proper books and accounts in either written or electronic form in English, showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature * as soon as practicable after the end of each financial year, prepare a statement containing the particulars of: <ul style="list-style-type: none"> a. the income and expenditure for the financial year just ended b. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of the year * be a signatory to Association accounts * maintain oversight of funding provided to regional networks and members of the Management Committee * manage contract arrangements and payment details of ADOLESCENT SUCCESS employees * provide a financial statement at each committee meeting of all transactions and the Association's current financial position * liaise with auditor as approved by members at the AGM

Skills and attributes required	<ul style="list-style-type: none">* bring to the committee a sense of enthusiasm, willingness and commitment* have knowledge of, and commitment to, middle schooling philosophy and practices* demonstrate leadership and financial management skills* promote strategic planning* have strong written communication skills* be confident and skilled in public speaking* adhere to and manage meeting protocols* knowledge of or willingness to learn general financial planning and accounting practices and procedures
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Position Description

Position Title	Secretary (must be based in Queensland) (Executive Member)
Responsible to	President and ADOLESCENT SUCCESS Members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * attend, in person or virtually, meeting of the Adolescent Success Executive * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The Secretary shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles as deemed necessary * attend no less than two meetings per year
b) Responsibilities specific to role	<ul style="list-style-type: none"> * the Secretary is a member of the Adolescent Success Executive notify and organise special, general and Management Committee meetings of the Association * prepare agendas for meetings in consultation with the Management Committee * take full and accurate minutes of every special, general and Management Committee meeting * ensure minutes are available for inspection by any financial member * manage correspondence * be a signatory to Association accounts
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * have strong written communication skills * adhere to meeting protocols * demonstrate organisational skills * be proficient in general word processing

Position Description

Position Title	Journal Editor (General Member)
Responsible to	President and ADOLESCENT SUCCESS Members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The Journal Editor shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles as deemed necessary
b) Responsibilities specific to role	<ul style="list-style-type: none"> * source materials suitable for publication in the journal * oversee the editing and publishing of the Australian Journal of Middle Schooling at least twice per year (May and October) * lead/chair/convene the journal sub-committee * attend no less than two meetings per year * complete a Journal Editor Report quarterly for distribution to the Management Committee and EO
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * have strong written communication skills * adhere to meeting protocols * demonstrate organisational and time management skills * be proficient in editing and word processing

Position Description

Position Title	Communications Manager (General Member)
Responsible to	President and ADOLESCENT SUCCESS Members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The Communications Manager shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan? of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles as deemed necessary * attend no less than two meetings per year
b) Responsibilities specific to role	<ul style="list-style-type: none"> * maintain social media presence of the Association and update as required * recommend and act on ways to engage members and sectors * promote the Association through social media and other media platforms * assist in the development of email and other advertising campaigns * write and publish the quarterly e-Newsletter * complete a Communications Report quarterly for distribution to the Management Committee and EO
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * have strong written communication skills * demonstrate or have a willingness to learn website and other social media management skills * demonstrate organisational skills

Position Description

Position Title	State Representative Member (8, one from each state)(General Member)
Responsible to	President and ADOLESCENT SUCCESS Members
Time commitment	<ul style="list-style-type: none"> * attend the face to face 2 day meeting each year * fulfill responsibilities of role between meeting dates * participate in skype/zoom meetings with other committee members
Responsibilities	The State Representative Member shall:
a) General responsibilities	<ul style="list-style-type: none"> * actively promote the vision and current strategic plan? of ADOLESCENT SUCCESS * carry out actions that arise from Management Committee meetings * respond to requests of feedback from Executive Officer or Management Committee on Association needs * represent ADOLESCENT SUCCESS at forums * take on project management roles as deemed necessary * attend no less than two meetings per year
b) Responsibilities specific to role	<ul style="list-style-type: none"> * support members of the Management Committee and the Executive Officer in carrying out their duties as required * actively participate in a sub-committee of the Association * represent ADOLESCENT SUCCESS at forums and/or coordinate a particular project within the respective state * organise regional events/meetings as required * complete a Regional Report quarterly for distribution to the Management Committee and EO
Skills and attributes required	<ul style="list-style-type: none"> * bring to the committee a sense of enthusiasm, willingness and commitment * have knowledge of, and commitment to, middle schooling philosophy and practices * demonstrate leadership and management skills * have effective communication skills