Adolescent Success Management Committee

Position Descriptions (2017-2019)

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| **Position Title** | **President** |
| **Responsible to** | The Association |
| **Time** commitment | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The President shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* 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 |
| **Skills and attributes required** | \* 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

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| **Position Title** | **Vice President** |
| **Responsible to** | President and ADOLESCENT SUCCESS members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The Vice President shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* 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** | \* 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

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| **Position Title** | **Treasurer** |
| **Responsible to** | President and ADOLESCENT SUCCESS Members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The Treasurer shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles as deemed necessary  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* 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:   1. the income and expenditure for the financial year just ended 2. 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** | \* 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 or willingness to learn general financial planning and accounting practices and procedures |

Position Description

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| **Position Title** | **Secretary** |
| **Responsible to** | President and ADOLESCENT SUCCESS Members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The Secretary shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles as deemed necessary  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* 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 accounts |
| **Skills and attributes required** | \* 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

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| **Position Title** | **Journal Editor** |
| **Responsible to** | President and ADOLESCENT SUCCESS Members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The Journal Editor shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles as deemed necessary  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* 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)  \* manage the journal sub-committee |
| **Skills and attributes required** | \* 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

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| **Position Title** | **Communications Manager (General Member)** |
| **Responsible to** | President and ADOLESCENT SUCCESS Members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The Communications Manager shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles as deemed necessary  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* maintain social media presence for the association  \* suggest ways to engage members and sectors  \* promote the association through social media  \* contribute to the e-Newsletter |
| **Skills and attributes required** | \* 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 willingness to learn website management skills  \* demonstrate organisational skills |

Position Description

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| **Position Title** | **General Member** (Three positions available) |
| **Responsible to** | President and ADOLESCENT SUCCESS Members |
| **Time commitment** | Attend minimum of three (one day) meetings per year plus time required to fulfill responsibilities of role between meeting dates |
| **Responsibilities** | **The General Member shall:** |
| a) General responsibilities | \* actively promote the vision and strategic plans 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 and take on project management roles as deemed necessary  \* attend no less than two meetings per year in person |
| b) Responsibilities specific to role | \* support members of the Management Committee and the Executive Officer in carrying out their duties as required  \* actively participate in a sub-committee, represent ADOLESCENT SUCCESS at a forum and/or take on a coordinating role of a particular project |
| **Skills and attributes required** | \* 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 |