

## Adolescent Success Management Committee Position Descriptions (2019-2021)

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

## Position Description

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

## Position Description

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

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

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

## Position Description

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

## Position Description

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

## Position Description

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