

Council Executive Roles

Roles include, but are not limited to, the following:

President	Vice President (new role)	Treasurer	Secretary
<p>To have strong leadership and communication skills.</p> <p>To confidently chair council meetings, develop and collate agenda with the secretary. Collaborative assistance with decision-making processes.</p> <p>Responsible for maintaining a focus on the Objects of the Association as outlined in the constitution in the development of initiatives by Council.</p> <p>Responsible for vision-based long-term strategy, while monitoring changes in the field.</p> <p>Initiates reviews of GANZ Strategic Plans.</p> <p>Raise issues with respect to potential constitutional change.</p> <p>Maintains an awareness of international trends and advises council of issues that impact on GANZ.</p> <p>To maintain and constantly revise vision and the direction and development for the GANZ community.</p> <p>To keep up to date with relevant changes in related organisations (AAGT & EAGT).</p> <p>To actively liaise with journal editor as well as other members in council.</p> <p>To delegate tasks and responsibilities.</p> <p>To have good written communication skills and be comfortable and available to talk to the members.</p> <p>Capacity to work with others</p> <p>Good writing skills, some computer skills- formatting documents, email, zoom</p> <p>Availability for council members to connect via email, phone, text</p> <p>Ability to see the bigger picture - vision- and support and guide projects.</p> <p>Comments from past Chair</p> <p>Varies greatly depending on issues at hand!</p> <p>Preparation for and chairing of monthly online meetings. 3 hours per month</p> <p>Planning and writing to membership and council 1-2 hours per week but this may vary when projects are nearing completion</p> <p>Annual face-to-face meeting for one day</p>	<p>To support the President's role.</p> <p>Strong leadership and communication skills .To chair meetings in the president's absence.</p> <p>Responsible for maintaining a focus on the Objects of the Association as outlined in the constitution in the development of initiatives by Council.</p> <p>To be responsible for monitoring due process in Council communications and processes.</p> <p>Responsible for vision based long-term strategy, while monitoring changes in the field.</p> <p>Initiates reviews of GANZ Strategic Plans.</p> <p>Raise issues with respect to potential constitutional change.</p> <p>Maintains an awareness of international trends and advises council of issues that impact on GANZ.</p> <p>To be responsible for the development of the GANZ bi annual conference. To liaise with research role to initiate and develop research events and scholarship opportunities.</p> <p>To develop a meaningful, supportive communicative relationship with the training center leadership and be up to date with issues related to training centers. Including international training centers.</p>	<p>Basic computer skills – email, spreadsheet,</p> <p>No fear of accounts but does not need to be an accountant</p> <p>Needs to be happy with detail.</p> <p>There is a simple worksheet that says what has to be done on a quarterly basis.</p> <p>Comments from past Chair</p> <p>Approx. 1-3 hours per week processing payments and queries and keeping the entries.</p> <p>Approx. 3-6 hours per quarter detailing all the transactions for the accountant and preparing the quarterly report for the council.</p> <p>Approx. 3-10 hours per year providing information and answers to the auditor and preparing the treasurers report for the AGM</p> <p>Approx. 2- 5 hours per year preparing and explaining budgets to council, plus council meetings and engaging in council business.</p>	<p>Check emails and respond to council business, feedback, meeting set up.</p> <p>Communications with Canberra filling and lodging documents.</p> <p>Attend meetings, administration for meetings, minute keeping.</p> <p>Preparation of AGM & SGM</p> <p>Coordinating communications for the council members. Preparation of documents. Storage of documents</p> <p>Average IT and organisational skills.</p> <p>Time management capacity</p> <p>Good communication skills</p> <p>Comments from past Chair</p> <p>Emails need to be checked every day 1/2 - 1 hour per week.</p> <p>More time needed in preparation of AGM and SGM</p> <p>Over all 4 hours per month</p>