

Australian **Citizen Science** Association

Victorian Chapter



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Association | VIC

Committee Position Descriptions

November 2018

This document outlines the key roles and responsibilities of Victorian Chapter Management Committee office bearers. These descriptions may be updated from time to time by the Management Committee.

Composition of Committee

The committee consists of the following positions:

- Chair
- Vice Chair
- Secretary and Treasurer (combined role)
- Engagement Officer
- General Committee Members (x3)

The tenure for the Management Committee members will be for two years.

Position description: Chair

- Lead the development of Victorian Chapter strategic objectives and goals in conjunction with Chapter Committee members
- Chair Chapter Committee meetings to ensure that sufficient time is allowed for discussion of agenda items, committee members are given the opportunity to discuss their points of view, and proper decision making takes place.
- Chair Chapter Meetings (currently quarterly) to ensure that sufficient time is provided for agenda items.
- Ensure via the Secretary, proper notice of Committee meetings and Chapter meetings, including preparation and circulation of the agenda and minutes.
- Attend monthly meetings of the national ACSA Management Committee (currently 1.5 hours via phone/video link up on Wednesdays) to represent Victorian Chapter.
- Attend bi-monthly meetings of the Victorian Inspiring Australia Board (currently 2 hours in person on Tuesdays) to represent Victorian Chapter.
- Be available to attend (or delegate attendance) and represent the views of the Chapter at other meetings, workshops and events that will benefit Victorian citizen science.
- Ensure Chapter activities align and contribute to ACSA's National Strategic Plan milestones, including documentation and evaluation where required
- Ensure delivery of an annual report to the National ACSA Management Committee detailing activities and performance against ACSA and Victorian Chapter objectives.

Position description: Vice Chair

- Support the Chair as required, including delegation of any Chair responsibilities.
- When Chair is unavailable, represent Chapter at national ACSA Management Committee meetings (monthly) and Victorian Inspiring Australia Board meetings (bi-monthly).
- Assist in strategic development of the Chapter.
- Assist in planning and running Chapter activities.
- Proactively seek partnerships between the Chapter and other organisations.
- Coordinate an annual report to the National ACSA Management Committee detailing activities and performance against ACSA National and Victorian Chapter objectives.

Victorian Chapter - Committee Role Descriptions

Position description: Secretary and Treasurer (combined role)

- Ensure, with the Chair or Acting Chair, proper notice of Committee and chapter meetings and administration (minutes, resolutions, attendance, copies of papers) associated with the meeting's undertaking.
- Preparation (in consultation with the Committee) and circulation of the agenda and documentation related to Committee and Chapter meetings.
- Develop and maintain Chapter mailing list and liaise with the Engagement Officer to assist with communication channel activities as required.
- Where there are project or other funds available for the Committee to manage or disburse, act as the Committee's Treasurer, which includes managing and acquitting grant funds.

Position description: Engagement officer

- Liaise with National ACSA Social Media Moderation coordinator to ensure alignment and identify collaborative and cross-promotional opportunities.
- Create and maintain communication channels for the Chapter (including internal and external to the Chapter) (e.g. social media accounts, websites, surveys, polling services, webinar accounts).
- Provide or coordinate photo coverage of Chapter events and activities.
- Work with the chapter to promote Victorian citizen science activities to the public.
- Work with the Secretary to fulfil communication needs as required.
- Provide the first point-of-call for enquires about the Chapter or Victorian-based citizen science and provide a response, liaising with the wider Committee where required.
- Proactively look for partnerships between the chapter and other organisations.
- Assist in planning and running Chapter events and activities as required.

Position description: General Committee member (3 positions)

- Assist in planning and running Chapter events and activities as required.
- Attend, collaborate and contribute ideas at Committee meetings.
- Provide support and encourage member participation during all Chapter events and activities.
- Promotion of ACSA and Chapter throughout own networks.
- Assist the Engagement officer with communication content and ideas.