

Role Statement - President

1 Leadership

- Act as the 'public face' of PTCWA.
- Provide a contact and information point for local members in WA.
- Provide a contact and information point for National and International Associations and enquiries.
- Represent PTCWA at public functions and meetings of other associations or organisations in Western Australia or elsewhere as required.
- Provide support for all PTCWA committee members, especially the Executive committee.
- Develop the strategic plan in consultation with the PTCWA Committee.
- Assist the Vice President in his/her role as PD Coordinator when required.

2 Meetings

- Provide a monthly report of activities to the Committee or as required.
- Attendance at monthly Committee meetings, special meetings and the AGM.
- Liaise with Committee members to organize meeting agendas.
- Send meeting agendas to the Executive Officer for distribution.
- Conduct PTCWA meetings according to accepted meeting protocol or organize a proxy to conduct the meetings if required.
- Ensure PTCWA meetings are recorded by the Secretary and current minutes of PTCWA committee meetings and the AGM are:
 - publicly available to members; and
 - stored for future reference and audit.
- AGM:
 - Ensure agenda and notification to membership goes out within the timeframe stipulated by the constitution;
 - Run AGM meeting according to accepted meeting protocol;
 - Ensure all reports from Executive Committee members are received
 - Ensure record of the PTCWA AGM meeting is:
 - publicly available to members; and
 - stored for future reference and audit

3 Publications

- Write/contribute to a newsletter for PTCWA to go out to members as required.

4 Committee support

Provide leadership, mentoring, advice, support and assistance to Committee members as requested.

5 Communications

- Coordinate communications to the PTCWA committee and the membership as required.
- Provide support to the Web Master.
- Provide other communications as requested by the PTCWA Committee and the membership.

6 Advocacy and sponsorship

- Work with the Committee to advocate for teacher associations and school staff across Western Australia.
- Work with professional organisations and universities to develop MOUs and partnerships.
- Work with business and community groups to establish sponsorship agreements to support the annual PTCWA Outstanding Service Awards.

Role Statement

Vice President

Support to President

- Assume responsibilities of the President in their absence.
- Provide assistance to the President as requested.

Awards Night

- Liaise with the President, Executive Officer, Treasurer and Committee to coordinate the PTCWA Outstanding Professional Service Awards.
- Manage organisation of the advertising, venue, refreshments and certificates for the Awards Night.
- With reference to the President and Executive Officer, complete the running sheet.
- Discussion with the President and Committee, guest speakers for the night.

Professional Learning

- Develop professional learning workshops as and when required.
- Provide the President with TRB Professional Learning logs and certificates of participation when required.

Meetings

- Provide a monthly report of activities to the committee as required.
- Attendance at monthly committee meetings.
- Attendance at the AGM.
- Provision of Vice President's report to the membership.

Committee Support

Liaise with the following as the need arises:

- President;
- Vice President;
- Treasurer;
- Executive Officer;
- Web Manager; and
- Committee members.

Communications

- Appraise the PTCWA committee of any communications either at the monthly meeting or via email as required.

Special Projects

- Assist the President with advocacy and sponsorship activities as directed.
- Assist the President with the Newsletter as directed.

Role Statement

Secretary

1. Record keeping

- Correspondence – keep a record of any PTCWA correspondence deemed essential for PTCWA operations or archives.
- Agendas of monthly meetings – keep a copy of final agendas for each meeting, liaise with the President for these.
- Minutes of monthly meetings – keep a copy of final minutes of each meeting including a record of attendance.
- Motions passed by the Committee - keep a monthly record of all motions passed by the committee at meetings and via email.
- Records – Committee members and officers, award winners, significant events, editorials/writings about PTCWA and Professional Learning activities and other.
- Keep an electronic copy of the PTCWA Newsletter and any other documents as deemed essential by the Committee.

2 Meetings

- Provide a monthly report of activities to the Committee as requested or appropriate.
- Attendance at monthly committee meetings and the AGM.
- Record the minutes of committee meetings, including the Annual General Meeting, and send to the Executive Officer for dissemination.
- The Secretary shall give to all members not less than 21 days notice of a general meeting at which a special resolution may be proposed and of any other motions to be moved at that general meeting as per the Constitution.
- The Secretary shall give to all members at least 30 days notice of an Annual General Meeting as per the Constitution.

3 Committee Support

Liaise with the following as the need arises:

- President;
- Vice President;
- Treasurer;
- Executive Officer; and the
- Web Manager.

4 Communications

- Appraise the Committee of any communications either at the monthly meeting or via email as required.

5. Special Project

- Historical archive of the Association's history. Most of this is also available on the PTCWA website.

Role Statement

Treasurer

1 Finance

The Treasurer is responsible for the financial operations of the Association, including:

- maintenance of the Association's financial records;
- presentation and payment of any invoices for ratification by the PTCWA committee;
- liaison with the Association's bank;
- preparation and presentation of the Association's accounts for annual audit;
- liaising and working with the President, Vice President and Executive Officer for the organization of Professional Learning; and
- management of the Association's Incorporation documentation.

2 Meetings

- Provide a monthly report of finances and activities to the PTCWA Committee.
- Attendance at monthly committee meetings.
- Attendance at the AGM.
- Provision of finance report to the membership at the AGM.

3 Committee Support

Liaise with the following as the need arises:

- President;
- Vice President;
- Secretary;
- Executive Officer;
- Professional Learning committees; and the
- Web Manager.

4 Communications

- Appraise the PTCWA Committee of any financial information or requests either at the monthly meeting or via email as required.

Professional Teaching Council Western Australia



Role Statement

Committee Member

Focus area

1.1 Each committee member may join a sub-committee that falls within an area of interest, or they may choose to be a generalist who assists when required.

Meetings

- 4.1 Provide a monthly report of activities to the committee when appropriate.
- 4.2 Attendance at monthly committee meetings.

Committee Support

4.3 Provide assistance to the Executive Committee, leadership, advice, support and assistance to other Committee members as requested.

Communications

- 4.4 Respond to emails from the Executive Committee and Officer.
- 4.5 Respond to emails from website enquiries if forwarded to a Committee member.
- 4.6 Respond to direct emails from the membership if required.