

Job descriptions for ACRS Office bearers and support roles

Office bearers are expected to pursue and facilitate the Aims of the Society, namely:

To be a society promoting scientific study of Australian coral reefs.

To promote/facilitate and encourage an increased understanding and awareness of coral reef ecosystems.

President

1. Chair Council and AGM meetings and in the event of being unable to attend, to ask the Vice President to undertake this role
2. Act as a spokesperson for the Society, or to delegate a member to be the nominated spokesperson on a particular issue.
3. Co-ordinate the Society's response to submissions relevant to government inquiries, requests for comments on zoning plans etc.
4. Provide strategic guidance and management of Council initiatives and activities relevant to the Society's objectives.
5. Work with the Hon Sec. to produce an agenda for Council meetings.
6. Establish and co-ordinate a sub-committee to assess the annual student grants.
7. Prepare the President's report for each Newsletter and to report at the AGM.

Vice-President

1. Assist the President and be able to assume all the duties of the President when required.
2. Ensure that the transition after an AGM from Vice President to President is smooth and efficient.

Hon Secretary

Manage the day-to-day operations of the Society and to maintain the correspondence and minutes of meetings, as detailed below:-

Duties

Notes

1. Serve as an official contact for the Society.

2. Undertake normal duties of a Councillor.

3. Appropriately deal with Society correspondence and maintain records of official correspondence.

4. Handle correspondence - respond to routine correspondence; refer more substantial correspondence to Council meetings.

Provide copies (preferably electronic versions) of substantial correspondence to the Newsletter Editor.

5. Organise the circulation of calls for student grant applications, via Newsletter, web page etc. Write letters to the successful applicants for ACRS student awards, notifying them of the conditions of the award.

Must be or willing to become members of the Society and prepare a report at the end of the year for publication in the Newsletter. Copies of that letter to go to the supervisor of the student together with the grant cheque made payable to the relevant University. Letters also to go to the unsuccessful students notifying them of the decision made.

6. Write to Institutional members annually and on a rotation basis invite them to nominate Councillors; liaise with the Hon Treasurer as to who the financial Institutional members are. This may need to be revised as we currently have no paying Institutional members.

Notify annually the University of Queensland of their Honorary Institutional membership status.

7. Organise or assist with the organisation of Council meetings including providing notification of meetings, preparation of a draft agenda for comment and distribution of the final agenda.

These should be sent out at least 7 days prior to the meeting, together with any additional papers for the meeting.

8. Record (or arranging for the taking of) minutes of Council, AGM's and SGM's.

Draft Council minutes to be prepared and circulated and after corrections made to send to all Councillors.

9. Circulate draft minutes to Council members and the Newsletter editor. In the case of the minutes of AGM's and SGM's to all members (via the web) and the Newsletter Editor for publication in the Newsletter.

10. Maintain an set of minutes in electronic form.

11. Prepare calls for nominations and the notice of the AGM and arrange in consultation with the Hon Treasurer for their distribution to all members at least 21 days prior to the date of the AGM; to receive nominations for Council positions prior to the AGM.

12. Preparing the call for student awards, give them to the Web page manager for distribution, circulate to Council and other suitable venues.

13. With the Hon Treasurer, ensure that all the necessary audit and other forms are given to the Public Officer for lodgement with the Registrar General in Canberra.

14. Every 4 years to discuss with the organising committee of the International Symposium re the ACRS Fellow and an agreement that the successful Fellow will be able to contribute a paper in the relevant section.

15. Aid the President in management and co-ordination of Council initiatives and activities relevant to Society's activities.

16. For the first Council meeting of an incoming Council to circulate a copy of the rules and duties statement to all Councillors

Hon Treasurer

To manage the financial affairs of the Society including:-

Duties

Notes

1. Annually, circulate calls for subscription dues to all members.

2. Complete banking procedures for all income and expenditure in a reasonable timeframe.

Income must be receipted and banked as soon as possible after it has been received by the Society. Cheques for expenditure (such as printing, student grants, etc) must be drawn and paid in a professional manner.

3. Maintain the Society's books and to prepare these annually for the Auditor, and once the audit has been prepared to send it to the Public Officer for lodgement with the Registrar General in Canberra, with copies being sent to the Hon. Secretary for the files.

4. Prepare for each Council meeting and the AGM a financial statement and to provide guidance to Council on the current assets and budget forecasts. Additional roles delegated by 'Exec'

These papers should be circulated to all Councillors at least 7 days before a meeting.

Councillors

To advise and assist the President in the operations and development of the Society by:-

Duties

1. Attend Council meetings and the Society's conferences when possible.

2. Email discussion groups

3. Providing input into submissions prepared by the Society.

4. Being aware of any and/or relevant issues and to bring these matters to the attention of Council, either at a meeting or using email.

5. Provide material for inclusion in the Newsletters.

6. Serving as members of subcommittees when these are constituted.

Notes

If unable to attend Council meetings to offer comment on any agenda items before the meeting.

Participating in email discussions between sessions, and to provide input into the GBRMPA electronic discussion groups.

7. Accepting additional roles as delegated by the Executive.

The Executive includes the President, Vice President, Hon. Secretary and Hon. Treasurer.

Other duties for Councillors include:

Involvement in the student selection, recruiting of new members, the design and establishment of new policies, and the formation of working groups for particular topics e.g., - finance, zoning plans. In addition a sub committee will be convened for each Annual Scientific Conference.

Other roles and responsibilities undertaken by Councillors include the following. Note that these roles are not Council Offices and do not require formal nomination.

Web Manager

1. Monitor and update the Society web page as is appropriate. This includes posting relevant soft copies.
2. Provide weekly updates to the site, uploading information for conferences and society activities, uploading submissions and newsletters, maintaining current contacts list, updating student awards and past recipients, updating the scientist commentaries, maintaining the links page.
3. Add new members to ACRS List.
4. Manage members on both ACRS List and Council List.

Memberships Manager

1. Maintain an up-to-date mailing list of financial members and prepare a newsletter mailing list once a year
2. Call for membership renewals
3. Answer member enquiries regarding their membership status
4. Chase up payments that haven't been received, and organise refunds if double payments are made
5. Prepare membership reports and a list of new members for Council meetings

Newsletter Editor

1. Produce an annual Newsletter which is distributed to all members of the Society to publicise and inform our members of activities of the Society.
2. Solicit information from all Councillors and the Executive as well as from

members of the Society, and also to publish other information which may be of interest to the members.

Outline of the major events and their timing

1. In April/May to hold an AGM at which a new Council is elected.
2. Selection of dates and venues for following Council meetings- the rules state that at least 2 council meetings must be held as well as the AGM each year.
3. To call for student grants annually in September, with a closing date early December, and following review by a sub committee to nominate the successful students. The Chairman of that Committee to discuss the results with the President and the Treasurer in the case of additional grants to be awarded, and then to notify the Hon. Sec, and notify all Council.
4. Every 4 years to call for nominations for a student travel grant to attend the International Coral Reef Symposium, selection based upon a paper to be presented at the meeting.
5. To select a venue for the following Annual Scientific Conference- appoint an organising Committee and ensure at regular intervals that the meeting plans etc are on schedule.