

TASA Secretary

Major responsibilities include:

General administration:

- Providing general administrative support for the President and Treasurer
- Managing office assistant/s
- Administering membership and general inquiries (letter, phone, fax, email)
- Preparation & circulation of Agendas & Minutes for the AGM and Executive meetings
- Organisation of TASA elections (every two years)
- Liaison with the Registrar-General's Office in Canberra
- Overseeing the updating and archiving of the annual TASA Directory
- Maintaining the Executive Manual (including updates to the Secretary Guidelines)
- Handling mailing list rental applications in accordance with TASA policy
- Assisting in the production and distribution various TASA publications
- Assisting in planning functions, policy development and implementation
- Preparation, circulation and storage of Minutes of all meetings and Association reports/publications
- Participating in the AGM and reporting on matters of relevance to the position
- Participating in the determination and administration of TASA Awards and Prizes
- Participating in the planning of the annual conference
- Participating in the development and maintenance of TASAweb and the TASA e-list

Membership matters:

- Preparing the design of the membership form
- Processing membership forms and managing the membership database
- Liaison with Journal publisher and Nexus editor by providing up to date mailing lists
- Primary responsibility for encouraging membership renewal and the follow-up of non-renewing members

Reports:

- Reporting to the Registrar-General's Office in Canberra, which involves presenting an audited Annual Report (from the Treasurer), the AGM minutes and the present TASA Executive Committee to the Registrar General on an annual basis
- The Secretary's report: published in each edition of Nexus and presented at the AGM
- Producing the agenda, associated reports and minutes for the AGM
- Producing the agenda, associated reports and minutes for Executive Committee meetings

Conditions:

The TASA Secretary must be a full financial member of TASA and must attend a majority of Executive Committee meetings.