

## TASA Vice-President

### **Major responsibilities include:**

---

- Standing in for the President when s/he is unavailable
- Assisting in planning functions, policy development and implementation
- Coordinating the review and implementation of the Strategic Plan
- Participating in the AGM and reporting on matters of relevance to the position
- Participating in the determination 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
- Coordinating TASA/AASR scholarship program

### **Chairing of TASA committees:**

- TASA Publications, Teaching and Professional Development committee/s
- Membership Services & Sponsorship committee
- Conference liaison:
  - Securing hosts for forthcoming TASA conferences
  - Negotiating the Memorandum of Understanding between TASA and local hosts
  - Overseeing the operation of the annual conference

### **Reports:**

- Occasional TASA Membership Survey report – delivered at the AGM and published in Nexus (summary) and TASAweb (full)
- Vice-President's report – published in each edition of Nexus and also delivered at the AGM
- The Strategic Plan

### **Conditions:**

---

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