

## **TASA EXECUTIVE COMMITTEE GENERAL MEMBER**

### **Major responsibilities include:**

- Attending meetings of the Executive Committee
- Assisting in planning functions and the development and implementation of policy
- Assisting in the running of the AGM
- Participating in the review and implementation of the Strategic Plan
- Taking on project officer positions as decided by the Executive (see below)
- Participating in various sub-committees such as the TASA Publications and Professional Development committee, the Membership Promotion committee
- Standing in for office bearing positions such as Secretary and Treasurer when required

### **Project officers:**

General Executive members may take up a number of specific project officer positions or membership of sub-committees established by the Executive Committee:

- Media officer: promoting the conference and each issue of the journal; being the first contact for media inquiries
- Conference liaison: overseeing the operation of the annual conference
- Membership Services/Promotion: committee member
- Web Manager
- Teaching & Professional Development Committee: committee member
- National Sociological Associations liaison officer
- Government/non-academic sector liaison officer
- Professionalisation working-party: member

The above positions may be assigned to the three executive members when they take office.

### **Conditions:**

- TASA Executive General Members must be members of TASA and must attend a majority of Executive Committee meetings.