

August 2010

**Annual General Meeting  
For Year Ended 30 June, 2010**

**Call for Nominations for  
Committee and Regional Coordinator Roles  
Role Descriptions**

There are a number of great volunteer roles available, they are:

**President**

The President is the leader of the affiliate and is responsible for the oversight of all affiliate activities, representing the Association externally and overseeing the performance of the Association administrative and executive services. Specifically the President, working with the Committee and its working Sub-Committees, develops strategic plans for the development of the Association, fosters the relationship with the International body and looks after the financial and organisational health of the Association.

***Time requirement***

(how long is a piece of string? Estimated at approx. 15 hours a week)

**Vice President**

The Vice President is responsible for supporting the President and undertakes specific development projects for the Association from time to time. Currently the Vice President convenes the Training Sub-Committee and oversees the training business of the Association. In the absence of the President the Vice President acts in that role.

***Time requirement***

(Approximately 10 hours a week)

## **Treasurer**

The Treasurer is responsible for the oversight of the financial planning and performance of the Association and ensures compliance with our legal and financial requirements. The Treasurer chairs the Finance and Audit Sub-Committee, has oversight of the budget and the annual audit. The Treasurer also works closely with our paid executive and administrative support to produce monthly and annual reports. The actual book keeping and reporting is undertaken by our paid support.

### ***Time requirement***

Approximately 2-3 hours a week

## **Secretary**

The Secretary is responsible for the oversight of the compliance of the Association with its core business and legal requirements as a membership-based organisation. The Association minutes and organisation records are maintained by our paid support. The Secretary works with the Regional Coordination team to create an integrated regional program of activities.

### ***Time requirement***

Approximately 2-3 hours a week

Note: The office holder roles of President, Vice President, Treasurer and Secretary meet once a month as an Executive, in addition to the monthly Committee meetings.

## **Committee members** (6 positions available)

The Committee role is to undertake development and support activities to underpin the development of the Association and the regional activities. The Committee meets monthly. There are a range of specific responsibilities in the committee, including:

- Member communications and engagement program
- Events and professional development program
- Coordination of volunteer activities
- Project and research activities

### ***Time requirement***

Approximately 2-3 hours a week

## **Regional Coordination Team**

Regional Coordinator – Western Australia  
Regional Coordinator – South Australia  
Regional Coordinator – Northern Territory  
Regional Coordinator – Victoria  
Regional Coordinator – ACT  
Regional Coordinator – New South Wales  
Regional Coordinator – Queensland  
Regional Coordinator – Tasmania  
Regional Coordinator – North Island, New Zealand  
Regional Coordinator – South Island, New Zealand  
Regional Coordinator – Central, New Zealand

The Regional Coordinator is the local face of IAP2. Generally working with a local volunteer coordination team, the Regional Coordinator is responsible for developing and overseeing the local program of member activities and keeping contact with local members. The Regional Coordinator also participates in a monthly Coordination team call with Coordinators across the affiliate. The Regional Coordinator is also supported to participate in the annual affiliate planning meeting.

### ***Time requirement***

On average 2 or 3 hours a week.

Nominations for positions should be made on the Nomination Form found on [www.iap2.org.au](http://www.iap2.org.au) or by emailing: [info@iap2.org.au](mailto:info@iap2.org.au)

Copies of the Strategic Plan 2010-2012 can also be found on [www.iap2.org.au](http://www.iap2.org.au) or by emailing: [info@iap2.org.au](mailto:info@iap2.org.au)