



SASSPA State Committee

Roles & Responsibilities 2014-2015

NAME	STATEMENT OF DUTIES
<p>Rozanne Patane Chairperson Mobile: 0418 406 610</p>	<ul style="list-style-type: none"> ▪ Co-ordinate / develop / mentor / coach the SASSPA team ▪ Member of all Sub-committees ▪ Co-ordinate with Department of Education & Communities, being main contact ▪ Represent SASSPA with the Department of Education & Communities ▪ Attendance at Department of Education & Communities meetings – including LMBR committees ▪ Unless otherwise delegated, Chairperson only to conduct media / public interviews / debate on behalf of SASSPA. The Chairperson is deemed to be the ‘voice’ of SASSPA ▪ Co-ordinate, Agenda for Meetings including venues ▪ Presides over meetings unless delegated to Vice-Chairperson or Secretary ▪ Present a report at every committee meeting ▪ Co-ordinate/manage all seminars & conferences ▪ Email memberships/registrations for seminar/conference to all schools and non-teaching accounts ▪ Manage seminars and conferences which will include the following: <ul style="list-style-type: none"> ▪ Source /book venues for seminar/conference ▪ Be main point of contact for venues for seminar/conference ▪ Liaise with & book/co-ordinate DEC presenters, being main point of contact ▪ Co-ordinate/book MC, Key Note Speakers, including briefings prior to the conference ▪ Co-ordinate the booking of in-house IT for seminar/conference ▪ Complete running orders for conference and MC ▪ General management of all processes to ensure a smooth event ▪ Represent SASSPA at all AAGSA events including interstate meetings in person / teleconference / AGM ▪ Provide a written report to AAGSA for each meeting ▪ Manage/co-ordinate sponsorship for AAGSA together with Secretary ▪ Liaise with Presidents of AAGSA in other states to bring best practices to NSW ▪ Liaise with DEC in respect of best practices that can be embedded into NSW public schools ▪ Manage/co-ordinate Mentoring Package including development of the business proposal for DEC ▪ Presents a Chairperson’s Report for each term’s Netlink issue
<p>Christine Murphy Vice-Chairperson</p>	<ul style="list-style-type: none"> ▪ Act as support to Chairperson ▪ Represents the Chairperson in her absence & chairs committee meetings as delegated by Chairperson ▪ Attends all committee meetings ▪ Member of sub-committees including Finance, Professional Learning & AAGSA ▪ Team leader of SASSPA Professional Learning sub-committee ▪ Manages the development of SASSPA’s Strategic Plan ensuring that all aspects are met in consultation with the Chairperson ▪ Builds relationships with SRGs with a view to working as one professional organisation ▪ Assist the Chairperson in co-ordinating seminars & conferences ▪ Presents a report at every committee meeting ▪ Emails Netlink to life members - Joy Lattin & Debra Goyen
<p>Fiona Hood Secretary / Publications Manager</p>	<ul style="list-style-type: none"> ▪ Supports the Chairperson and other Executive ▪ Attend all committee meetings ▪ Presents a Secretary’s Report at every committee meeting ▪ Ensures all compliances are met with the Department of Fair Trading each year ▪ Member of sub-committees including SASSPA promotions (Netlink), Constitution, Mentoring & AAGSA ▪ Team leader of SASSPA promotions sub-committee ensuring that Netlink is completed & issued at the beginning of each term by the Assistant Treasurer ▪ Working closely with Helen Ross in the management of SASSPA’s constitution ensuring accurate currency of information ▪ Manages communication for SASSPA ensuring co-ordination with the Chairperson ▪ Manages the minutes/action minutes at all meetings and forwards to all committee members in a reasonable time frame/forwards to website co-ordinator for inclusion on website ▪ Organise teleconferences if any ▪ Develops registrations for Seminars/Conference ▪ Develops Membership Forms every year ▪ Evaluations – develop, copy for seminar/conference ▪ AGM Agenda (including amendments if any) – forward to all members before conference ▪ AGM – manages including agenda, sign-on sheet, member database & amendments ▪ Presents a Secretary’s Report for each term’s Netlink issue ▪ Represent SASSPA at all AAGSA events including interstate meetings in person / teleconference / AGM



SASSPA State Committee

Roles & Responsibilities 2014-2015

NAME	STATEMENT OF DUTIES
<p>Karen McDonald Treasurer</p>	<ul style="list-style-type: none"> ▪ Manage all financial currency for SASSPA including compliance of payments ensuring all payments are countersigned by the Chairperson prior to payment ▪ Supports the Chairperson and other Executive ▪ Member of sub-committees including Finance ▪ Team leader of the Finance committee ▪ Arranges for the annual audit of finances prior to the AGM in August each year ▪ Presents the audited Annual Financial Statement at the AGM in August each year ▪ Attends all committee meetings ▪ Present Treasurer's Report at every committee meeting which includes a reconciliation of monthly financial statements ▪ Prepares the Annual Budget in consultation with the committee and driven by the Strategic Plan ▪ Ensures that currency of information is correct and held securely ▪ Forwards a tax invoice to all members for renewal of membership On 1 October ▪ Forward receipts as payments are received ▪ Manage funds from sale of items/fundraising at seminars/conferences ▪ Ensure float for sales at seminar/conference ▪ Liaises with the database co-ordinator regarding financial matters ▪ Presents a Treasurer's Financial Report for each term's Netlink issue
<p>Wendy Thompson Assistant Treasurer</p>	<ul style="list-style-type: none"> ▪ Attends all committee meetings ▪ Assists the Treasurer in the control of financial matters ▪ Member of sub-committees including Finance and Constitution & manages the SASSPA Facebook page ▪ Co-ordinates with the Treasurer to ensure Membership database is current & accurate ▪ Co-ordinates with the Treasurer to ensure Seminar/Conference databases are current & accurate ▪ Forwards registrations for seminars/conferences to members ONLY (Chairperson to forward to all schools & non teaching email accounts) ▪ Manages the registration process at all seminars/conferences together with the Treasurer ▪ Email Netlink to all members ▪ Contact Principals in respect of non-attendance at seminars/conferences
<p>Marge Amery Sponsorship Manager</p>	<ul style="list-style-type: none"> ▪ Attends all committee meetings ▪ Presents a report at each committee meeting in respect of sponsorship ▪ Assists the AAGSA sub-committee in sourcing sponsors for the AAGSA AGM and meetings ▪ Raise funds through sourcing sponsorship for SASSPA seminars & annual conference ▪ Develop and manage the sponsorship package each year ▪ Liaise with the Treasurer in respect of payments from sponsors ▪ Build & maintain a regular line of communication with current & prospective sponsors ▪ Manage sponsors at conference and/or seminar including space allocation & co-ordination of goods ▪ Liaise with Chairperson in respect of sponsors' requirements for organising with venue at least 6 weeks prior to the event ▪ Co-ordinate sponsor presentations at SASSPA events ▪ Liaise with the 'Netlink' co-ordinator to ensure sponsor advertising is current and within guidelines of the sponsorship package ▪ Liaise with website co-ordinator to ensure sponsor's logos are current and relevant ▪ Liaise with delegate printer regarding the conference program and additional printing requirements
<p>Helen Ross Regional Liaison Manager/Study Scholarship Manager</p>	<ul style="list-style-type: none"> ▪ Attend all committee meetings ▪ Present a report at each committee meeting in respect of regional connections and study scholarship ▪ Member of sub committees including Study Scholarship, SASSPA Promotions (Netlink) and Constitution ▪ Team leader of the Study Scholarship Program ▪ Develop the business proposal for the Study Scholarship program with the sub committee ▪ Liaise with Chairperson regarding presentation and sourcing funds for the Study Scholarship program ▪ Work with the Chairperson to seek financial backing for the Study Scholarship Program ▪ Manage & co-ordinate the Study Scholarship Program ▪ Be the pivotal person in communication with regional groups & requirements ▪ Work together with Jenny Sullivan in fostering an increased awareness of the issues facing country members and developing strategies in resolving these issues ▪ Ensure that communication is open and fostered with School Education Directors in regional areas ▪ Manages SASSPA archiving



SASSPA State Committee

Roles & Responsibilities 2014-2015

NAME	STATEMENT OF DUTIES
Jennifer Sullivan Website Manager/ IT Co-ordinator	<ul style="list-style-type: none"> ▪ Attend all committee meetings ▪ Member of sub committees including Mentoring, Study Scholarship, Professional Learning ▪ Manage and maintain the SASSPA website ensuring that information is current & relevant ▪ Manage the evaluations for seminars & conferences via Survey Monkey ▪ Liaise with committee members to ensure that all information is sought in a reasonable timeframe and accurate ▪ Maintain and update all departmental links to ensure current information is accessible ▪ Assist the Regional Liaison Manager in fostering an increased awareness of the issues facing country members and developing strategies in resolving these issues ▪ Encourage networking amongst country members offering help and support ▪ Be the IT co-ordinator at SASSPA events ensuring that all IT requirements are met for speakers ▪ Liaise with the Chairperson in respect of IT requirements for speakers for seminars/conferences ▪ Liaise with venue's on-site IT to ensure a smooth delivery of information ▪ Liaise with venue's on-site IT to run SASSPA promotional material including photos etc
Gail Thorley Purchasing Manager	<ul style="list-style-type: none"> ▪ Attend all committee meetings ▪ Member of sub committees including Study Scholarship and Professional Learning ▪ Source and purchase delegate giveaways for seminars/conferences ensuring that consideration to budgets is adhered to ▪ Present a report at each committee meeting in respect of purchases/goods sources ▪ Manage the delivery of goods to venues for seminars/conferences ▪ Liaise with the Chairperson in respect of delivery requirements ▪ Complete Attendance Certificates for seminars/conferences ▪ Manage food/dietary requirements at seminar/conference ▪ Liaise with the Assistant Treasurer to ensure that dietary requirements are managed effectively ▪ Ensure that committee name badges etc are up-to-date and correct/place order when required ▪ Take photos at seminar/conference in the absence of a professional photographer – copy to CD and forward to the Secretary for insertion in Netlink
All Committee Members	<ul style="list-style-type: none"> ▪ Represent SASSPA with pride ▪ Act under the DEC's Code of Conduct at all times ▪ Maintain the confidentiality of SASSPA ▪ Engage in the focus areas of the team as a whole ▪ Participate in all committees/sub-committees as stated in the roles & responsibilities ▪ Participate in all professional learning activities of the team ▪ Complete all designated tasks in a timely manner or delegate as needed

SUB COMMITTEES

Chairperson to attend all sub-committee meetings but not necessarily as Team Leader

FINANCE Team Leader: Karen Committee: Wendy, Christine, Rozanne	COSTING FOR SEMINARS & CONFERENCES Team Leader: Wendy Committee: Christine, Rozanne	STUDY SCHOLARSHIP Team Leader: Helen Committee: Jennifer, Gail	AAGSA Team Leader: Rozanne Committee: Fiona, Christine
CONSTITUTION Team Leader: Fiona Committee: Helen, Wendy, Rozanne	NETLINK Team Leader: Fiona Committee: Helen, Christine	PROF. LEARNING FOR SASSPA COMMITTEE Team Leader: Christine Committee: Jennifer, Gail	MENTORING Team Leader: Rozanne Committee: Fiona, Jennifer, Marge

BUSINESS MANAGERS

All committee partake in the delivery of this initiative.