



Position Descriptions for TATA Council and Executive

All council and Executive positions hold a 2 year period of office. An existing position holder is welcome to re-nominate for their current position.

The Association's principal governing body is the Council. The powers of the Council are detailed across Parts 21 to 32 of the Constitution. These descriptors have been developed in consideration of the above and the Constitutional Objectives of TATA, which are as follows:

1. To represent Members within the state, national and international Art Education communities.
2. To promote cooperation between, and undertake liaison with, similar associations, nationally and internationally and other associations of members of the Art Education Sector.
3. To support and promote intellectual freedom, critical and higher order thinking and best practice in learning and teaching within Art Education.
4. To encourage and promote all facets of Art Education, providing a state and national focus for all such activity in Tasmania and the wider Australian Art Education community.
5. To provide state forums and opportunities for the exchange of ideas for all stakeholders working in Tasmania on all aspects of Art Education, and to provide advice and assistance for all such people.
6. To produce publications and other materials as deemed appropriate by Council or by Executive resolution.
7. To actively encourage research and investigation in Art Education and provide a forum for exhibitions, presentation of papers and their publication.
8. To conduct state and regional conferences for Tasmanian Art Education as deemed appropriate by Council or Executive resolution.
9. To provide consultative services on such aspects of Art Education as deemed appropriate by Council or by Executive resolution.
10. To critically consider, originate, promote and support the implementation of reforms and improvements in laws and government policies affecting Art Education in the tertiary and school sectors.

TATA EXECUTIVE

President

Scope of Role: The President is a member of the TATA Executive. He or She is elected at the AGM and is responsible for chairing Executive and General meetings, and may attend any of the working party meetings.

- To control and manage the business and affairs of the Association
- Chair meetings in accordance with the TATA Constitution rules.
- Ensure that all other Executive members are performing their duties adequately, and assist where necessary.
- Exercises annual policy review to ensure TATA policies, procedures and plans are upheld and updated accordingly.
- Represent the organisation at functions, events or meetings as necessary
- Write President's report for AGM.
- Leads the Council in the development of the strategic and annual plan for TATA
- Leads the Council in the approval of budgets and business plans for good governance.
- Leads the Council in the creation, renewal and approval of the constitution, new policies and procedures for good governance.
- Consult, assess and sign off on distribution of any public communications conceived by members of the Council/Executive as required.
- Lead action into issues of concern for TATA, in alignment with our Constitutional Objectives.
- Approve and action all material/information received for sharing on TATA public domains, such as the TATA homepage and Facebook page
- Endeavour to ensure a balance of representation across issues pertaining to K-Tertiary Art Education in Tasmania are pursued by TATA
- Is an official delegate at conferences, seminars, events and reports to the Council and TATA members any matters of interest.
- Liaise and collaborate on initiatives of interest to TATA with other Arts organisations where appropriate.
- Where required contribute to and oversee the progress of the Council sub-committees.
- Deal with any other TATA business as required

Immediate Past President

Scope of Role: The Immediate Past President is a member of the TATA Executive. He or She is a member of the council. One or two years, beginning immediately after the years(s) served as President.

- The Immediate Past President is to ensure continuity during governance transitions and organisational change to help ensure the appropriate succession of councilors.
- To provide assistance to the incoming President.
- Assists in the transition of the incoming council.
- To provide continuity to the association by providing historical context for decisions.
- Under the direction of the President and the Council the Past President's responsibilities include:

- Assist with the nomination process, ensuring the needs of the council are met to the best of ability and to present a slate of candidates to the membership at the AGM.
- Assists and advises incoming President with respect to handover and transition of duties.
- Support the President to ensure that all other Executive members are performing their duties adequately, and assist where necessary.
- Supports the annual policy review to ensure TATA policies, procedures and plans are upheld and updated accordingly.
- Introduces the incoming President at functions, events or meetings as necessary
- Support the president in his/her position through mentoring, coaching, advising and analysis of council development and procedures
- Supports the Council in the development of the strategic and annual plan for TATA
- Supports the Council in the approval of budgets and business plans for good governance.
- Supports the Council in the creation, renewal and approval of the constitution, new policies and procedures for good governance.
- Provides historical context to support the council to respond to issues of concern for TATA, in alignment with Constitutional Objectives.
- Supports the Council to ensure a balance of representation across issues pertaining to K- Tertiary Art Education in Tasmania are pursued by TATA
- Complete and respond to all responsibilities associated with being a councilor (attend meetings, participate in meetings etc).
- Participate actively in council meetings and/or special meetings as called by the council

Vice Presidents (up to 2 positions)

Scope of Role: Up to 2 Vice Presidents can be elected to office. The Vice Presidents are members of the TATA Executive. The Vice Presidents share responsibility for acting as President in the event of the President's absence, and in doing so will assume and action the roles and responsibilities of the President as required. Ideally, the two Vice Presidents represent some diversity across Art teaching contexts, i.e a balance across primary, secondary, snr secondary and tertiary.

- Attend Executive meetings
- Chair meetings on behalf of the President as required.
- Ensure the good management of the club's affairs in the absence of the President.
- Arrange guest speakers for TATA general membership meetings (2 per year).
- Where two Vice Presidents are elected, one Vice President contributes to the work of the Councilors responsible for **Advocacy** and **Social & Membership** working parties.
- Where two Vice Presidents are elected, one Vice President contributes to the work of the Councilors responsible for **Professional Development** and **Publications and Research** working parties.
- In the even where only one Vice President is elected, the Vice President will contribute to overseeing the directions and deliverables of **Advocacy, Social & Membership, Professional Development** and **Publications and Research** working parties in collaboration with the President.

Treasurer

Scope of Role: The Treasurer is a member of the TATA Executive. He or she is responsible for keeping true and correct financial record of club funds.

- Receive all incoming funds and write a receipt for each item
- Bank all club funds within a reasonable period of time, and keep bank records up-to-date and reconciled
- Upon the receipt of subscription moneys, issue a receipt to the relevant member, plus any other entitlements for new members (if applicable). Where subscriptions are received by mail, ensure that a receipt, and any other entitlements are mailed back.
- Monitor all/any accounts for payment, and present these for payment at each Exec meeting. When they are approved for payment and ratified by the General Meeting, the Treasurer has access to and authorization to use the TATA online bank accounts to reconcile accounts from relevant creditors
- Arrange on line banking "view only" access for yourself and at least one other Executive member. Ensure cheque signatory list is up to date.
- Keep an up-to-date cashbook, showing all inflows and outflows and the current balance of the club's cash at hand.
- Attend Executive meetings as scheduled. At these meetings provide Executive Members with proof of current bank balances and keep them up to date with any financial matters worthy of attention.
- Advise the club as to the most profitable ways to manage and invest club funds, and carry out any directives made as a result
- At the end of each financial year (August 31st), ensure the club's financial records are up-to-date and ready for submission to the club's auditors. Submit all records for the preparation of the annual financial statements as directed by the auditor.
- Once an annual financial statements have been created, write a report to accompany them, commenting on general financial trends and financial performance. Present this report, both spoken and written, to the Annual General Meeting.

Secretary

Scope of Role: The Treasurer is a member of the TATA Executive. The role of TATA Secretary is to receive, file and respond to, correspondence regarding the general running of the club and the various issues in which the club has an interest.

- Responsible for dissemination of information to the membership and council
- Maintain a list of incoming and outgoing mail, on a monthly basis, for presentation at the Executive meetings.
- Respond to mail as required, following discussion with the President, and other Executive members where required, or at a Club meeting.



- Where required, fulfil the statutory role of Public Officer as specified in Section 14 of the Corporations Act:
 - Submit all official documents and returns on behalf of the Club
 - Act as the official on whom notice is to be served in a legal sense
 - Notify of his or her appointment or change of address
 - Notify of any amendments to rules or special resolutions
- Ensure copies of all outgoing mail are recorded on file
- Attend Executive meetings as scheduled

Public Officer

Scope of Role: The Public Officer is a member of the TATA Executive. The Associations Incorporation Act 1964 requires that an incorporated association have a public officer. The public officer must be a person of or above the age of 18 years who is resident in Tasmania. The Act provides that any process, notice or other document can be served on an incorporated association by serving it on its public officer. Most of the forms and returns lodged under the Act must be signed by the public officer. These provisions and requirements mean that the public officer performs an important role as the central contact person for the general public and Commissioner of Corporate Affairs (CCA). The role of TATA Public Officer is detailed below.

1. Directs the activities of TATA in accordance with the Constitution to achieve its stated objectives.
2. The Public Officer is responsible for supplying the Commissioner of Corporate Affairs with an annual return and informing the office if:
 - 2.1. there's a change of Public Officer or a change of registered address
 - 2.2. there's a change of name
 - 2.3. the association becomes a trustee
 - 2.4. the association is winding up
 - 2.5. there are changes to the Constitution
3. The Public Officer is responsible for:
 - 3.1. the name Tasmanian Art Teachers Association (including the word "incorporated" or "inc") must appear on all your documents and publications
 - 3.2. a common seal (logo)
 - 3.3. a registered address. This can be the address of the Public Officer
 - 3.4. Annual General Meetings being held
 - 3.5. Incorporated associations must submit an annual audited financial statement of the organisation's affairs to the Commissioner
4. The Public Officer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association
5. The public officer of the Association, at least 14 days before the date fixed for holding an annual general meeting of the Association, is to cause to be inserted in at least one social media post and uploaded to the TATA website, in this State an advertisement
6. The public officer of the Association at least 10 days before the date fixed for holding the AGM will receive nominations of candidates for election as officers of the Association or as ordinary committee members



TATA COUNCIL

TATA council consists of Executive officers of the Association (outlined above, and in line with the 2016 constitution update and creation of Immediate Past president Executive Role), 8 other members elected biennially at the annual general meeting (outlined below). This is to ensure that all members of the council and Executive have clear direction and purpose in their roles to serve the guiding objectives of TATA. The 8 biennial council positions will adopt 4 outgoing and incoming positions each AGM to ensure continuity and stability. Each year, the 4 outgoing councilors will have the capacity to re-nominate for further terms as per the constitution guidelines.

Councilors and Executive are not bound to remain within a particular working party for the period of their term in office, however it is expected that each councilor will belong to and actively contribute to a particular working party at all times. There is also scope for cross-working party collaborations.

TATA councilors are initially allocated into (where possible) their preference of four distinct working parties for which the councilors will assume shared responsibility for the roles and activities therein as follows:

Advocacy Working Party
Professional Development Working Party
Social & Membership Working Party
Publications & Research Working Party

Advocacy Working Party (2 Councilors)

In consult with appropriate members of the TATA Executive, these councilors assume responsibility for the actioning of:

- Identification, proposal and implementation of action towards addressing issues of concern for Tasmanian Art teachers across K – Tertiary contexts
- Development of materials to raise awareness/address issues of concern in alignment with TATA's Constitutional Objectives (such as drafting of letters, organization of special meetings and activities)
- Endeavour to ensure balance of representation of the TATA membership needs across K-Tertiary sectors

Professional Development Working Party (3 Councilors)

In consult with appropriate members of the TATA Executive, these councilors assume responsibility for the actioning of:

- Conceptualisation and organization of a biannual conference for the TATA membership.
- Contribute to the development of cross-organisational conference initiatives and opportunities.



- Conceptualisation, organization and promotion of at least two professional learning opportunities per year for the TATA membership (This may include guest speakers at general meeting, Q and A sessions, practical workshops)
- Endeavour to ensure balance of representation of the TATA membership needs across K-Tertiary sectors

Social & Membership Working Party (2 Councilors)

In consult with appropriate members of the TATA Executive, these councilors assume responsibility for the actioning of:

- Organisation of at least 3 social events per year across the state, which may include exhibitions of work, pre-post meeting gatherings etc.
- Consultation with general members and Council/Exec in different parts of the state to action these events.

Publications & Research Working Party (1 Councilors)

In consult with appropriate members of the TATA Executive, these councilors assume responsibility for the actioning of:

- Conceptualisation, organization and production of publications for TATA (this may include catalogue essays for exhibitions, advertisement material for TATA membership of upcoming events and activities of interest.
- Collection of material and information of interest to the TATA membership to be disseminated (via the President) on the TATA webpage/Facebook.
- Proposal and contribution to the development of research initiatives/grants on behalf of TATA, and its' members

It is very likely that there will be other opportunities or activities that emerge outside of the above for which other working parties may be formed within the Council and Executive members as required.

What is outlined above is not in any way exhaustive; rather it provides a picture of a minimum level of expectation of those people who elect to serve the TATA membership.