



## WHAT DO I DO ON THE AMSA COUNCIL?

### ROLES FOR AMSA COUNCILLORS AND EXECUTIVE COUNCIL MEMBERS

#### **PURPOSE OF THIS DOCUMENT:**

To clarify and articulate what are the roles and tasks of elected AMSA councillors and officer bearers.

#### **The Official Requirements**

There are certain officers of the Association required, as set out in Clause 24 of the Constitution. They are:

- (a) a President;
- (b) a Vice-President;
- (c) the immediate Past-President;
- (d) a Treasurer;
- (e) a Secretary;
- (f) an Assistant Secretary; and
- (g) an Editor.

And 10 councillors.

Clause 4 of the Constitution also requires a Public Officer to be appointed. As AMSA is incorporated in the ACT, AMSA requires an address in the ACT, and the Public Officer must reside in the ACT (Part 4, Sec. 57 of Associations Incorporation Act 1991, Re-Publication 11 July 2007).

#### **Requirements to make AMSA function**

Each of these roles needs to do a number of tasks for AMSA to function. This document lists most of the roles and tasks required to make AMSA function well for our members. Over time, other tasks may be required and the councillors will decide how to fulfill them when needed.

## TABLE OF CONTENTS

<b>What is the role of an AMSA Council Member? .....</b>	<b>3</b>
<b>Council Portfolio Roles .....</b>	<b>4</b>
Electronic Communications Support .....	4
Previously: .....	4
Book Review Coordinator .....	4
Assistant Secretary .....	4
AMSA Conference Student Prizes Coordinator .....	4
Science Meets Parliament Coordinator .....	4
FASTS Information Conduit .....	5
Submissions Coordinator .....	5
Position papers coordinator .....	5
<b>AMSA Representative Committees .....</b>	<b>5</b>
FASTS Representative / Cluster Rep .....	5
OPSAG Rep .....	6
Scientific Diving Committee Rep .....	6
<b>AMSA Sub-Committees .....</b>	<b>6</b>
Silver Jubilee Award & AMSA Technical Award Committee .....	6
Financial & Membership Planning Sub-group .....	6
Strategic Planning Sub Committee .....	6
Allen Travel Award for Students .....	6
<b>Officer Bearers .....</b>	<b>7</b>
President .....	7
Vice-President .....	7
Immediate Past President .....	7
Treasurer .....	7
Secretary .....	8
Public Officer (ACT) .....	9
Bulletin Editor .....	9

## WHAT IS THE ROLE OF AN AMSA COUNCIL MEMBER?

The following are the standard functions done by **ALL** AMSA Council members.

Role	Tasks involved in fulfilling this role
<b>Council Meetings</b>	<ul style="list-style-type: none"> <li>• Attend and participate in at least 2 of the 3 Council meetings each year.</li> <li>• Review and comment on Council Minutes – Secretary to send these</li> <li>• Councillors may claim one discount airfare from AMSA to attend a council meeting per year when it is not the conference council meeting.</li> </ul>
<b>Council Portfolio Roles</b>  <b>AMSA Subcommittees</b>  <b>AMSA Representatives to other Groups</b>	<ul style="list-style-type: none"> <li>• <b>Each Councillor is required to do at least ONE</b> role from this group of roles during their time on councillor.</li> <li>• The role allocation can be reviewed each year when a new council starts.</li> <li>• Who does that roles will be agreed at the first meeting of the new councillor each year if it has not already been done by email prior.</li> </ul>
<b>Bulletin Contributions</b>	<p><i>Mandatory:</i></p> <ul style="list-style-type: none"> <li>• BRANCH Reports – Chase/supply reports from your branch</li> <li>• GENERAL NEWS: All councillors to submit something for this section from their area of interest or institution.</li> <li>• Take note of news, web sites, media releases that can contribute to the Bulletin.</li> <li>• Source graphics with copyright to enhance the presentation of the Bulletin.</li> </ul> <p><i>Other Inputs:</i></p> <ul style="list-style-type: none"> <li>• Assist with writing Hon 40-year Life Members – Editor to list.</li> <li>• SUBMISSIONS – assist with preparing for the Bulletin. Also a separate role for a Councillor – see below.</li> <li>• Theses abstracts: all councillors to keep up with students in their sphere and ask them to submit their abstracts if they wish.</li> <li>• GRANTS – councillors to advise editor and web person of any grants available for students</li> </ul>
<b>Bulletin Advertising</b>	<ul style="list-style-type: none"> <li>• All Councillors are to work towards gaining advertising for the Bulletin - our rates are very competitive and we have a good marine distribution for advertisers. With some effort, we could pay a proportion of the Bulletin production costs from advertising.</li> </ul>
<b>Conference sponsorship organising</b>	<ul style="list-style-type: none"> <li>• Each Councillor is to contribute towards the annual conference sponsorship through their own network contact/s who can be approached with a sponsor letter coordinated by the organising committee for the annual conference in question.</li> </ul>
<b>Active Support for Local State Branches</b>	<ul style="list-style-type: none"> <li>• It is important that AMSA Councillors play a major role in the local branches - AMSA needs more than a once-a-year conference to retain members and to increase membership. State representation on national Council helps makes the national links strong and encourages new membership, participation and conference attendance.</li> </ul>

## COUNCIL PORTFOLIO ROLES

Role	Task
<p><b>Electronic Communications Support</b></p> <p><b>Previously:</b>                      AMSAList Moderator                      AMSA Forum Coordinator                      Web Assistant</p>	<ul style="list-style-type: none"> <li>• This person is responsible for coordinating the planning the content of the AMSA website, maintaining and moderating the AMSAList, AMSA Forum and any future AMSA Facebook or Myspace presence.</li> <li>• The moderator manages use of the list, reviews the list for unauthorised use and can change the list to be a fully a moderated list (i.e., members of the list cannot send to the list without their email content being checked by the moderator, and then sent out. To date this has been unnecessary.)</li> <li>• They are not necessarily responsible for planning the technical parts of the website but if they are skilled they should assist.</li> <li>• In particular they are responsible for checking for broken links, up to date content and managing the turn over of content on specific pages like the Awards pages, Grants and Scholarships Web page Council to agree whether this is a good page to maintain – if so, a dedicated person to actively seek out available scholarships and arrange for them to be put on the AMSA website.</li> <li>• This person needs to monitor content and links at least monthly.</li> </ul>
<p><b>Book Review Coordinator</b></p>	<ul style="list-style-type: none"> <li>• This person actively checks book lists and web sites for appropriate books to review; find other published reviews that are appropriate for reprinting in the AMSA Bulletin and either advises Editor the web links or seeks permission to reprint.</li> <li>• Send reviews to Bulletin Editor before due date for content for the next Bulletin.</li> </ul>
<p><b>Assistant Secretary</b></p>	<ul style="list-style-type: none"> <li>• Assist the Secretary with duties as agreed.</li> </ul> <p>Specific Tasks include:</p> <p><i>Archivist:</i></p> <ul style="list-style-type: none"> <li>• Responsible for proper archiving of AMSA documents. CSIRO [CMAR] currently archive formal AMSA documents, housed at their Hobart facility. An honorary archivist (Peter O'Donough) has been appointed.</li> </ul> <p><i>Liaise with AMSA Librarian:</i></p> <ul style="list-style-type: none"> <li>• Member of AMSA – to accumulate, house and document AMSA books, publications and media. Currently Chris Smalley is housing and maintaining the developing AMSA library collection.</li> </ul>
<p><b>AMSA Conference Student Prizes Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Person to maintain the process for AMSA Student Prizes at the annual conference. (Build and maintain a standard documented process).</li> <li>• They oversee the coordination of the student prizes with the local conference committee.</li> <li>• This person must ensure that before the conference judges are confirmed. At the conference, this person is responsible for someone being 'in charge' of the final decisions of judges and organise cheques and certificates for the winners.</li> <li>• This person coordinates all the winners to submit articles to the bulletin.</li> </ul>
<p><b>Science Meets Parliament Coordinator</b></p>	<ul style="list-style-type: none"> <li>• This person coordinates the next AMSA team to attend SMP.</li> <li>• In general, AMSA pays for 2 or 3 people to attend. This role coordinates the selection of suitable representatives, which includes one new participant and one student each year (could be the same person).</li> </ul>

<b>FASTS Information Conduit</b>	<p><b>NOTE:</b> <i>Only occurs when the Aquatic Cluster Representative is not an AMSA member.</i></p> <ul style="list-style-type: none"> <li>• When AMSA is the Aquatic Cluster Representative, that person does this role.</li> <li>• Collate and précis the FASTS info distributed since the last Bulletin for publication in the Bulletin (this includes FASTS-related emails, any FASTS issues that have been happening since the last FASTS meeting, and FASTS Aq Cluster rep's meeting report.</li> <li>• This role is responsible for maintaining a profile for FASTS in AMSA.</li> </ul>
<b>Submissions Coordinator</b>	<ul style="list-style-type: none"> <li>• This role can be pro-active or reactive.</li> <li>• AMSA gets asked to submit on a number of issues annually. AMSA could choose to coordinate more submissions if you choose to do so.</li> <li>• This role will be the single point of contact for formal AMSA submissions (i.e., submissions endorsed by Council).</li> <li>• They will make Council and members aware of possible submissions and coordinate the submissions.</li> <li>• They ensure that the correct submissions are sent to the Editor for inclusion in the Bulletin, and are online.</li> <li>• This person would need to work with the President closely as many submission requests come to the President.</li> <li>• We currently manage this process in a reactive way. We wait to be asked or hear about submissions. For AMSA to have a pro-active (and planned) approach to submissions, this person needs to check government sites, keep a list of current available submissions, and advise Council so that the actual submission can be coordinated. This person is not responsible for writing submissions, but coordinating them.</li> </ul>
<b>Position papers coordinator</b>	<ul style="list-style-type: none"> <li>• Person to coordinate preparation, review and finalisation of AMSA position papers.</li> <li>• They maintain a watch over all AMSA position papers (as they have a 5 year lifetime before sunseting or review).</li> <li>• This person ensures the correct and up to date papers are online and in the bulletin if appropriate.</li> <li>• The actual writing of the papers will be a different person for each paper, depending on the topic and researcher's interests.</li> </ul>

### **AMSA REPRESENTATIVE COMMITTEES**

Group	Tasks
<b>FASTS Representative / Cluster Rep</b>	<ul style="list-style-type: none"> <li>• When AMSA is the lead association in our Aquatic rotation (AMSA, ACRS, ALS), the Rep attends FASTS Board meetings. This has been the President in the past but this is not mandatory.</li> <li>• Works closely with the society Presidents on strategic input to, and use of, FASTS.</li> <li>• Conduit with AMSA, ACRS and ALS for all FASTS information.</li> <li>• Ensures Collate and précis the FASTS info distributed since the last Bulletin for publication in the Bulletin (this includes FASTS-related emails, any FASTS issues that have been happening since the last FASTS meeting, and FASTS Aq Cluster rep's meeting report.</li> <li>• This role is responsible for maintaining a profile for FASTS in AMSA.</li> </ul>

<b>OPSAG Rep</b>	<ul style="list-style-type: none"> <li>• Executive to represent AMSA on OPSAG – President (or delegate)</li> </ul>
<b>Scientific Diving Committee Rep</b>	<ul style="list-style-type: none"> <li>• AMSA member to represent AMSA at SF17 committee meetings and report back to the AMSA Council on this meeting and other scientific diving issues and progress.</li> <li>• Must supply a report to each council meeting on recent issues or progress as well as write a report for each Bulletin.</li> </ul>

### **AMSA SUB-COMMITTEES**

<b>Group</b>	<b>Tasks</b>	<b>Membership</b>
<b>Silver Jubilee Award &amp; AMSA Technical Award Committee</b>	<ul style="list-style-type: none"> <li>• Jointly selects the silver jubilee award winner each year from applications received.</li> <li>• President Chairs and promotes the awards annually.</li> <li>• President receives applications for both Awards.</li> </ul>	President, Vice President, Immediate Past President
<b>Financial &amp; Membership Planning Sub-group</b>	<ul style="list-style-type: none"> <li>• Currently decides on AMSA investment strategy.</li> <li>• Could evolve into group that works on AMSA Financial and Membership planning. Could seek assistance from previous Council members or AMSA members with specific expertise.</li> </ul>	Vice President + 3 councillors
<b>Strategic Planning Sub Committee</b>	<ul style="list-style-type: none"> <li>• Take primary responsibility for preparing and reviewing the AMSA 5 Year Plan.</li> </ul>	President, Vice President, Treasurer, + 1 Councillor (Secretary Optional)
<b>Allen Travel Award for Students</b>	<ul style="list-style-type: none"> <li>• An annual committee to read all applications and judge the prizes. Panel to assess application and make recommendations on awards to Council.</li> <li>• All applications are sent to the Secretary.</li> <li>• A chair is agreed upon from within the committee (not the AMSA Secretary). The chair is responsible for following up and ensuring the student sends their abstract, report on the conference and photo to the Bulletin Editor.</li> </ul>	Secretary plus 3 councillors.

## OFFICER BEARERS

Role	Tasks (as set out in Constitution)	Other tasks not specified in Constitution
<b>President</b>	<ul style="list-style-type: none"> <li>• President (clauses 17, 29, 31, 32 and 37 of constitution)</li> <li>• to preside at a general meeting</li> <li>• may convene meetings of council</li> <li>• to preside at meetings of council</li> <li>• with Secretary and one other member of Council appointed for the purpose by Council may constitute an executive committee, which may issue instructions to the Public Officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Council</li> <li>• may make public statements on behalf of the Association</li> <li>• to clear public statements, in the name of the Association that may be made by constituent bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Provide leadership for AMSA and AMSA Council.</li> </ul> <p>Some additional President duties:</p> <ul style="list-style-type: none"> <li>• Receive correspondence and forward to Secretary.</li> <li>• To send correspondence on behalf of AMSA.</li> <li>• Work with secretary to produce an agenda for national Council meetings</li> <li>• To implement decisions of Council</li> <li>• Primary liaison with FASTS</li> <li>• Provide strategic guidance and leadership of AMSA Council initiatives and activities relevant to the AMSA's objectives</li> <li>• Provide President's report for Bulletin.</li> <li>• Chairs Silver Jubilee Award committee.</li> <li>• Formal media spokesperson for AMSA if one is required.</li> </ul>
<b>Vice-President</b>	<ul style="list-style-type: none"> <li>• Vice President (clauses 17 and 29 of constitution)</li> <li>• to preside at a general meeting if President absent</li> <li>• to preside at meetings of council if President not present</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the President, and fills in for President when unavailable (e.g., AMSA representative on Committees).</li> <li>• Member of the Silver Jubilee Award committee, with President and Immediate Past President.</li> <li>• Chairs Financial &amp; Membership Planning Sub-group.</li> <li>• Member of Strategic Planning Sub Committee.</li> </ul>
<b>Immediate Past President</b>	<ul style="list-style-type: none"> <li>• Immediately on ceasing a term as President, that person becomes ipso facto Immediate Past-President, unless that person so declines in which case the previous Immediate Past-President may continue in the office, and holds office until the new President ceases office.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the President and Council. An advisory role from past wisdom.</li> <li>• Member of the Silver Jubilee Award committee.</li> <li>• May provide representational support, e.g. as the NOAG or OPSAG rep and prepare a report for Bulletin.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Treasurer (clauses 8, 10 and 11 of constitution)</li> <li>• to notify members whose subscriptions are in arrears</li> <li>• to faithfully keep all general records, accounting books and records of receipts and expenditure at the Association's office</li> <li>• to receive all monies paid to the Association, record such receipts in the books of account and pay the monies into the Association's banking account</li> <li>• to deliver to the auditor a list of all the accounts, books and records of the Association.</li> </ul>	<ul style="list-style-type: none"> <li>• Present a statement to Council for approval of accounts since last meeting.</li> <li>• Liaise with accountant, tax office, and bank and ensures signatories are up to date and changed annually with new Council.</li> <li>• Member Financial &amp; Membership Planning Sub-group.</li> <li>• Manage investment accounts and ensure term deposits are appropriately reinvested.</li> <li>• Member of Strategic Planning Sub-Committee.</li> <li>• Prepare an annual budget and recommendation in regard to subscriptions</li> <li>• Authorise the payment of all accounts.</li> <li>• Present Treasurers report (including annual Auditor's report) at AGM</li> <li>• Provide Treasurer's report e.g. for Bulletin.</li> <li>• Provide to the Bulletin Editor copies of the audited receipts and expenditure statement</li> </ul>

Role	Tasks (as set out in Constitution)	Other tasks not specified in Constitution
		<p>and audited balance sheet for publication in or distribution with the Bulletin next issued following the date of the Annual General Meeting at which they were adopted.</p> <ul style="list-style-type: none"> <li>• Organise for GST preparation and reporting.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Secretary (clauses 8, 15, 20A, 24A, 27, 29, 31, 32, 37, 38 and 41 of constitution)</li> <li>• to receive advice from a corporate member as to its appointed representative</li> <li>• to send to members notices of general meetings</li> <li>• to receive from a member a written notice of business for a general meeting and place that business in the next notice for a general meeting</li> <li>• to receive proxies for a general meeting</li> <li>• to notify the Association of his or her address</li> <li>• to keep minutes at council and committee meetings of</li> <li>• all elections and appointments of office-bearers and ordinary Council members</li> <li>• the names of members of the Council present at a Council meeting or a general meeting</li> <li>• all proceedings at Council meetings and general meetings</li> <li>• to receive nominations for officers and ordinary councillors</li> <li>• to give councillors notices of meetings</li> <li>• with President and one other member of Council appointed for the purpose by Council may constitute an executive committee, which may issue instructions to the Public Officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Council</li> <li>• in consultation with the President, may make public statements on behalf of the Association</li> <li>• in the absence of the President, to clear public statements in the name of the Association that may be made by constituent bodies</li> <li>• to retain custody of the common seal</li> <li>• must as soon as practicable serve a written notice on a member, should Council resolve to expel that member from the Association or to suspend that a member from the rights and privileges of membership</li> <li>• to receive any notice of appeal from a</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare (for council) meeting agendas, present minutes for confirmation, prepare and present action lists, prepare and present details of correspondence received and sent.</li> <li>• Receive and send correspondence.</li> <li>• Manage and update the Council roles document, make it available to all councillors and ensure it is uploaded to website.</li> <li>• Implement decisions of Council where appropriate.</li> <li>• Receive applications for the Allen Travel Award for Students (and organise of those applications for forwarding to the judging panel).</li> <li>• Promote the Prize to membership towards the end of each year</li> <li>• Provide copy of minutes for inclusion in Bulletin</li> </ul>



Role	Tasks (as set out in Constitution)	Other tasks not specified in Constitution
	<p>member who is the subject of an expulsion or suspension and thereupon notify Council</p> <ul style="list-style-type: none"> <li>• may authenticate, by signing, a document or proceeding (Associations Incorporation Act (ACT) 1991, s55)</li> </ul>	
<b>Public Officer (ACT)</b>	<ul style="list-style-type: none"> <li>• Public Officer (clause 4 constitution)</li> <li>• (Must reside in ACT)</li> </ul> <p>Legal duties:</p> <ul style="list-style-type: none"> <li>• may authenticate, by signing, a document or proceeding (Associations Incorporation Act (ACT) 1991, s55)</li> <li>• may be served a document or process, which must, as soon as practicable after receiving the document or process, be brought to the attention of Council (Associations Incorporation Act (ACT) 1991, s122)</li> <li>• may sign a document relating to AMSA that is required to be lodged by, or on behalf of, the Association or lodged by the public officer of the Association (Associations Incorporation Regulation (ACT) 1991, reg. 6)</li> </ul>	
<b>Bulletin Editor</b>	<ul style="list-style-type: none"> <li>• No tasks set in Constitution.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and coordinates Bulletin editions especially themes and timing.</li> <li>• Point of contact for all content.</li> <li>• Coordinates all the content inputs from councillors and members.</li> <li>• The major challenge for this role is that rarely do people contribute, reply to requests, or send content within the requested timeframe.</li> <li>• Assists the Bulletin Editor publish the Bulletin.</li> <li>• Layout of Bulletin for publication.</li> <li>• Check that all AMSA official items are covered – e.g. minutes, notices; nomination forms.</li> <li>• Check proofs before printing.</li> <li>• Add the pdf of the contents page to the web.</li> <li>• Receive undelivered Bulletins and tries to locate the current address of the member</li> <li>• Liaises with printer - both inside and covers.</li> <li>• Merge list from database for new members since last Bulletin, and prints &amp; checks mailing labels from the database.</li> <li>• Arrange packing and posting (and checks Aust Post requirements are being met).</li> <li>• Receive advertisements for Bulletin, send tax invoices for it and follow up to ensure payment is received.</li> </ul>