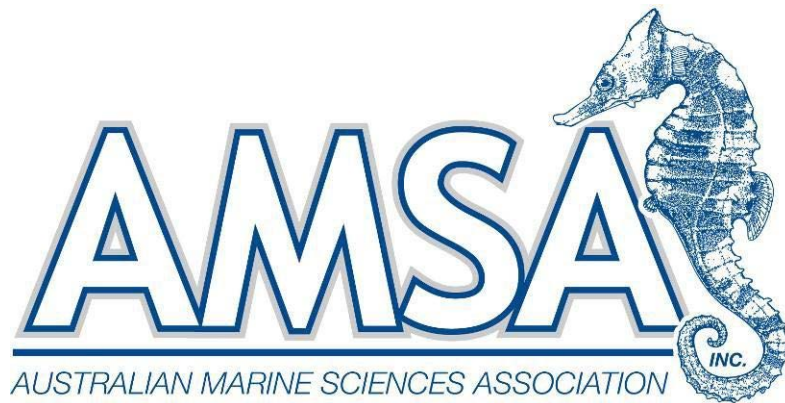


AUSTRALIAN MARINE SCIENCES ASSOCIATION INC.



Governance Plan 2024

1. GOVERNANCE FRAMEWORK

1.1 AMSA is an Incorporated Association

The Australian Marine Sciences Association Inc. is incorporated as an Association in the Australian Capital Territory.

As an Incorporated Association, AMSA is a registered legal entity governed by the Associations Incorporation Act 1991 (the Act). Our ABN is 35 279 182 164.

Access Canberra is responsible for the administration of the Act, including incorporated associations, maintaining the public register and ensuring incorporated associations meet their reporting requirements.

All incorporated associations in the Australian Capital Territory must have a Public Officer. As AMSA is incorporated in ACT, a Public Officer, who must reside in the ACT, is appointed annually (Part 4, Sec.57 of Associations Incorporation Act 1991, Republication 29 June 2016). The Public Officer acts as the contact between the association and Access Canberra.

The objective of the ORS is to register, licence and ensure compliance of activities against relevant legislation. The Public Officer is the person the ORS will contact to notify AMSA of legislative requirements and changes to legislation or procedures. An annual return to ORS is a requirement and is prepared by the Treasurer and lodged by the Public Officer.

A Guide to Incorporated Associations in the Australian Capital Territory can be found on the website of Access Canberra (a website of the ACT Government).This guide outlines the obligations of an incorporated body in the ACT such as auditing, reporting and any changes to the Association.

1.2 AMSA is an Australian Registrable Body

If an association wants to operate in more than one State or Territory it must register as an Australian Registrable Body and obtain an ARBN (Australian Registrable Body Number) under the Corporations Act 2001 (C'th). This is controlled by the Australian Securities and Investments Commission (ASIC). Our ARBN is 604 875 774.

Our obligations as an Australian Registrable Body can be found on the website of the Australian Securities and Investment Commission (ASIC).

1.3 AMSA Constitution

The Rules of the Association are set out in the AMSA Constitution which is available on the AMSA website (AMSA/About Us/Constitution).

1.4 Strategic Plan

The AMSA Strategy 2022 - 2032 can be found on the AMSA website (AMSA/About Us/Our Strategy)

1.5 Governance Plan 2023

This document sets out the obligations and procedures to be followed by AMSA to ensure good governance and is available on the AMSA website (AMSA/About Us/Our Governance).

2. AMSA BACKGROUND

2.1 A brief history of AMSA

AMSA began as, and still is, a learned association promoting marine science in Australia. In August 1962, 43 marine scientists met to canvas the idea of forming an association of Australian marine scientists. An interim committee was established, leading to the first two- day meeting of the Australian Marine Sciences Association at the CSIRO Marine Laboratories in Cronulla, NSW on 18 May 1963. Although not all were able to participate in the first conference, AMSA had 130 Foundation members. The successful Cronulla conference set the pattern for the annual conferences that have been held since then. Details of AMSA's early history are on the AMSA website and were prepared by Dr Jim Thomson in 1984, and Prof Lynnath Beckley and Dr Fred Wells in 2013. (AMSA/About Us/Our History).

In the six decades since that first meeting in Cronulla, AMSA has grown to be the major professional association for marine scientists from all disciplines in Australia. AMSA was

incorporated as an Association in the Australian Capital Territory in 1980 and registered as a Registrable Australian Body in 2015 to recognise our activities in all States. The Constitution was revised in 2014 to align with provisions of current law and Model Rules and better reflect the way AMSA operates. In 2022 the Constitution was revised to create a new category of membership for Associate Members.

2.2 AMSA membership

Although annual membership figures are not available for every year back to 1963, some trends have emerged. Our membership grew consistently from 1963 (130) to the early 1980s (747 in 1982) when it started to plateau. In the last decade membership figures have ranged from an estimated low of 422 in May 2004 to 1024 in July 2012 with an average of about 670.

In 2015 AMSA changed from a fixed membership year to a rolling membership based on date of joining. Members receive an automated reminder that their membership is due one month before expiry, again on the day of expiry and finally one month after expiry. A grace period of three months is enacted for members who do not respond to the reminders.

On membership application, after approval by nominator and supervisor (student membership), membership is provisionally approved. New members are then officially approved after ratification by Council at the next Council meeting.

The Membership Database is managed by a person engaged under contract. The contract is administered by Council through the President.

2.3 Membership Manager

AMSA membership comprises more than 700 professional scientists and students located throughout all Australian states and territories and working in the private sector, government, research agencies and universities. A number of administrative tasks are required to maintain AMSA as an efficiently managed organisation. These exceed the time availability of most volunteer Council members and hence AMSA engaged a membership manager.

The main tasks of this role fall into the following two areas:

- Membership management
- Other administrative support

These tasks require weekly attention such that AMSA Council can reasonably justify to the AMSA membership, the allocation of resources to these tasks. This is a paid, subcontracted role and the incumbent may or may not be a member of Council. The incumbent may be invited to attend Council meetings if not a member of Council and will be supported financially to do so.

The Membership Manager supports the President, Vice President, Treasurer and Secretary and formally reports to the President, or, in the absence of the President, to the Vice President.

Membership management

Ensure high quality services to members for membership renewals and other membership services including:

- communicate with members, including Branches, regarding memberships
- provide general quality control of the membership database
- prepare membership reports for Council meetings
- update Branch membership lists on the website

Other administrative support

Provide administrative services to support the functioning of AMSA by effectively:

- receiving and responding to email enquiries
- posting, collecting and distributing of AMSA mail and deliveries
- arranging conference related requirements (e.g. certificates)
- supporting the Treasurer and Secretary with other administrative tasks as required

2.4 The Branches

The Branches (“constituent bodies”) are essential to the functioning of the Association. We currently have nine branches (South Queensland, North Queensland, New South Wales, Victoria, Tasmania, South Australia, Western Australia, Northern Territory and Australian Capital Territory). Branches are active and continue to engage AMSA members at a local level, while contributing to national AMSA through regular reports in the *Bulletin* and on the AMSA website.

Branches are formed by members in a local area, usually a State or Territory . AMSA Council supports branches, including providing start-up funds when a new branch wishes to form, providing membership lists to the local organisers, etc. Branches are bound by the AMSA Constitution (including the need for governance, allocation and administration of funds, and rules on public statements or submissions).

3. COMMUNICATION

3.1 Annual conference

The annual conference has continued to be a key part of AMSA activities and one of the highlights of the annual marine sciences calendar. The number of participants and length of the meeting has grown over the years, but the basic goal has remained the same. The conference provides an opportunity for delegates from around Australia to get together to learn about the latest marine science research, and to benefit from the interaction with colleagues from Australia and overseas. AMSA has always valued and encouraged the involvement of students in the conferences, as these young people will become the AMSA members and marine scientists of the future.

Where possible, the annual conference is held every July during the week in which all of the Australian universities are free of organised classes (AVCC Common Week). The conference is organised by a local branch of AMSA and full details are in the “*How to run an AMSA conference*” document which has been developed and should be updated each year after the conference. The update is based on input from the recent conference organisers and finalised by Council.

Branches are tasked with hosting the conference on a rotational basis. This helps boost Branch funds from the sharing of the surplus (usually $\frac{1}{3}$ Branch, $\frac{2}{3}$ National). National funds provide seed funding and National Council carries the financial risk. Sponsorship is key to the financial viability of the Conference and all Councillors are encouraged to seek sponsorship through their networks.

In recent years, some conferences have been held in conjunction with other societies, such as the New Zealand Marine Sciences Society. A Memoranda of Understanding should be signed when sharing a conference with other associations/societies. The MOU should agree on profit sharing for the Conference which is usually shared according to the number of delegates from each country.

3.2 Annual General Meeting

The AMSA Council is elected at the Annual General Meeting (AGM) which is held at the annual conference. In 2020 and 2021 the AGM was conducted as a virtual meeting due to the covid pandemic. In 2022 the AGM was a hybrid virtual and face to face meeting for those at the conference. A hybrid model is desirable to allow maximum participation by members.

3.3 The Communications Team

The Communications Team led by the Communications Officer is responsible for the AMSA Bulletin, AMSA e-news and social media.

3.3.1 AMSA Bulletin

A major AMSA activity has been the dissemination of the *Australian Marine Sciences Bulletin*, which has been an important means of communication for members. The Bulletin covers current issues in Australian marine sciences and reports to members about Council activities. The Bulletin was first printed as the AMSA Newsletter edited by Dr Jim Thomson appearing in January 1963. From 2004, the Bulletin was published three times annually and was available in colour hardcopy and as a downloadable pdf on the AMSA website. Since December 2012, the Bulletin has been produced in an online electronic format and the hard copy was scrapped. We have Libraries that subscribe to our Bulletins.

The aim is to produce four editions each year although in recent years this was not achieved. In 2022, Council recognised the workload involved in producing a quality bulletin and the decision was made to outsource the production.

The Editor is now supported by a team of AMSA members to assist with sourcing and editing articles.

3.3.2 AMSA eNews

AMSA members receive a weekly electronic AMSA e-news with the latest AMSA news, jobs, funding and conference opportunities. Members have the option to receive e-news at the time of joining or renewing membership.

3.3.3 Social media

The Social media team is responsible for AMSA content in Facebook, LinkedIn and X (Twitter).

3.4 AMSA website

The AMSA website (www.amsa.asn.au) is used for communication with members and non-members. The website provides the interface for membership management, providing membership services such as application and renewal. The website is also AMSA's external face to the general public.

The website is maintained by a Council member, currently Dr Maylene Loo.

The website includes:

- Our Strategy, our History and our Governance
- Profiles of Council members
- Membership application and renewal
- Branch profile and activities
- Sea Country
- Publications including The Bulletin (all issues are uploaded to the website), e-News, book reviews, webinars, submissions and position statements
- Awards and details of current and past award winners
- Conferences current and past

3.5 Neptune

For the last decade, the Atlassian platform 'Confluence' has been used for internal administration of AMSA at National and Branch levels. Atlassian offers community licenses of Confluence to not-for-profit organisations. AMSA's configuration of Confluence is called 'Neptune'.

The Confluence licence for AMSA was secured by Dr Luke Hedge, Vice President of AMSA at the time. The licence is renewed each year and Luke has assisted with renewals to date, although he is no longer actively involved with AMSA. Neptune is managed by Dr Steve Hawes and Dr Maylene Loo.

Neptune is used for:

- meeting preparation and agendas
- minutes of Council meetings
- reports from President, Secretary, Treasurer, Communications Officer, and other Councillors
- reports from NMSC meetings
- reports from STC meetings
- task lists for Councillors
- archive of various administrative papers

4. BUDGET and FINANCIALS

AMSA's financial year is 1 April to 31 March. The draft budget should be prepared by the Treasurer for consideration by Council early in the new calendar year. The budget should be adopted by Council prior to the new financial year commencing 1 April. The budget should be presented to members at the AGM.

Council should review the budget, revenue and expenditure at each Council meeting and make adjustments as required.

Funds are distributed to Branches after the Conference based on membership numbers in each Branch.

Council travel continues to be supported, although from 2013, Council subscribed to online meeting software to reduce expenditure on travel. Councillors can claim reimbursement for one discount airfare per year to attend a Council meeting, other than the meeting conducted at the Conference. From 2020 - 2023 Council meetings were held on-line in response to covid. In 2022 it was decided to conduct the first meeting after the 2023 Conference (in September) as a face-to-face meeting to allow the new Council to actually meet each other. Subsequent Council meetings would be hybrid meetings. Councillors were encouraged to attend this meeting in person.

4.1 Financial responsibility and guidelines (adopted by Council, 7 July 2023)

- All bank accounts must have at least two signatories, the National Treasurer and one other Council member.
- The National Treasurer or a Council member as designated by Council will administer online access to all accounts.
- Online access limit for National Treasurer will be set by Council and reviewed periodically, currently \$10,000.
- Online access limit for Branch Treasurers will be set by Council and reviewed periodically, currently \$2,000.
- All expenditures must be reported to Council at the next Council meeting following the expenditure.
- The National Treasurer has financial authority to make payments up to the value of \$5,000.
- Any payments greater than \$5,000 must be approved by Council.
- Procurement of goods and services greater than \$5,000 requires at least two quotes and presented to Council for approval.
- Contracts for goods and services to be supplied to AMSA can only be signed by the President.

4.2 Income

AMSA derives income from membership fees, various investments, and conferences.

Membership income

Professional membership is currently \$99.00 per annum (incl. GST). Student membership is \$49.00 (incl. GST) and Corporate membership is currently \$300.00 (incl. GST). Since 2015, Branch fees have been included automatically and \$13.00 per Professional member and \$6.00 per Student member is allocated to the Branches based on the address in the member profile.

Investments

Interest on our accumulated capital is a key component of the annual AMSA income. Council has adopted a conservative view of handling accumulated funds. This capital has been accrued over the life of the association, and successive Councils have followed a low risk strategy with respect to AMSA investments. Council has believed it better to invest with reliable agencies, such as term deposits with major banks, rather than pursue more aggressive strategies with higher risks. As term deposits mature, Council monitors the offerings of the major banks to select the term deposit that offers the best return.

Funding with specific uses

The Ron Kenny fund was established in memory of Ron's service to AMSA in a Deeded Trust. The fund has a separate Trust of \$ 20,000 which is held by AMSA. It is administered by the President, Secretary and Treasurer. Interest from the account goes into the AMSA accounts to provide the Ron Kenny awards for the best student oral and poster presentations at the annual conference. AMSA funds are used annually to top up the amount needed for the award.

In the past, the physical oceanography group of AMSA often met separately but, in 2001, the group was wound up and the oceanographers started to meet again with the general conference. Funds that the physical oceanographic group had accrued were transferred to the AMSA general accounts. Interest is used to support the Peter Holloway prize for the best student presentation at the conference on a topic related to oceanography. General AMSA funds are now used to top up the amount provided.

Kay Allen very generously provided \$ 15,000 to AMSA in his will and interest from these funds is used to support the Allen Travel Award for Students in memory of Kay and Rosa Allen. General AMSA funds are used to top up the amount provided.

4.3 Expenditure

AMSA's major ongoing expenses are Council meetings, administrative support via part-time, paid assistance, supporting AMSA input into national representative bodies, the Bulletin, maintaining the website, AMSA awards and associated costs.

Administrative support

A major expenditure for AMSA is the Membership Manager position. The roles are described in the main body of the document.

The Bulletin

One of the most important activities, and major expenses, of AMSA is publication, three times or more annually, of the *Australian Marine Science Bulletin*. The Communication Officer edits the Bulletin and serves in an entirely voluntary capacity. The editor has traditionally been very heavily assisted in physical production (including editing, layout and formatting) of the Bulletin by paid part-time administrative assistance. Since going digital, the major costs of printing and postage for the Bulletin is now history. The model of producing the Bulletin completely in house has now changed as the workload of producing a quality publication has greatly increased. Council then decided to trial outsourcing the production of the Bulletin and to use a team of AMSA with the sourcing and editing of articles.

Support for AMSA involvement in National Representative Bodies

AMSA pays STA a fee per Professional member based on total memberships paid in the last financial year. Council also uses AMSA funds for representatives to participate in NMSC, STA meetings, the Standards Australia SF-17 committee for professional diving, and other such meetings as Council considers necessary. Council believes these expenses are a key component of the activities of the association in AMSA's endeavour to further the interests of marine science in Australia. Wherever possible, AMSA representation at these meetings is done by Council members who live in the city where the meetings are most often held. A related expense is participation in the annual "Science meets Parliament" (SMP) organised by STA in Canberra every year. AMSA pays the travel expenses of up to two Professional members to participate in the SMP annually.

5. EXTERNAL REPRESENTATION

AMSA represents Australia's marine science community in the debate and revision of Government policies pertinent to marine sciences, such as scientific diving, marine research infrastructure and facilities, general marine policy (for example on Marine Protected Areas, biodiversity, biosecurity, or in relation to fisheries), and skills shortages. AMSA provides a collective voice for Australia's marine science community and contributes to policy and lobbying at all levels of government. At a federal level, AMSA is a member of the National Marine Science Committee (NMSC) and Science and Technology Australia (STA).

Formal submissions to government are approved by Council and submitted in the name of the President. Regional issues are handled by the local branches but any submissions must be approved by AMSA President before submission.

5.1 Patron

At the 2007 conference, AMSA created the position of Inaugural Patron of AMSA. The AMSA Patron is a titular role with no formal link to the Council or Constitution. However, it has an important advisory role enabling Council to take advantage of the Patron's experience to further develop AMSA. In 2007, AMSA members (via the Annual General Meeting) appointed Professor Joe Baker to the position, to draw on his considerable wisdom and networks, and publicly acknowledge the tremendous lifetime contribution he made to the advancement of marine science in Australia and to AMSA. Professor Joe Baker died in 2018. In 2019 Dr Ian Poiner was appointed AMSA Patron.

5.2 Public Officer (ACT)

Public Officer (clauses 6, 9, 17 and 29 of constitution)

- AMSA must appoint a Public Officer who resides in the ACT
- Legal duties:
- may authenticate, by signing, a document or proceeding (Associations Incorporation Act (ACT) 1991, s55)
- 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)
- 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)
- lodge the annual return to Office of Regulatory Services after signing the form, together with the audited accounts and payment provided by the Treasurer

5.3 Science and Technology Australia (STA)

Science and Technology Australia is the peak body for science and technology in Australia. Based in Canberra, STA represents more than 105,000 Australian scientists. The President represents AMSA at STA. Along with the Australian Coral Reef Society (ACRS), Australasian Society for Phycology and Aquatic Botany (ASPAB), Australian Society for Fish Biology (ASFB) and the Australian Society for Limnology (ASL), AMSA is part of the "aquatic cluster". The cluster is entitled to one member on the STA Board, which is rotated between the five societies. Because of the substantial overlap between the membership of AMSA and ACRS, the STA representative is often a member of both societies, though he/she is formally the representative of only one of the two. The role of cluster representative is usually filled by a member other than the AMSA President.

AMSA pays an annual subscription to STA which is calculated from the number of Professional Members numbers as of 31st March.

5.4 Science Meets Parliament

Science and Technology Australia organises the annual "Science meets Parliament" (SMP) in Canberra in which scientists are exposed to the workings of Parliament and small groups of scientists meet with individual Members of Parliament to discuss scientific issues. Two AMSA Council members coordinate the AMSA representatives for SMP each year. All members can apply to attend and we plan that people with the best expertise are present for the respective theme each year. We encourage younger members to participate as their experience will be of value to AMSA for many years to come. The representatives share their experience of SMP in an article in the next Bulletin.

5.5 National Marine Science Committee (NMSC)

The National Marine Science Committee (ex Oceans Policy Scientific Advisory Group, OPSAG) provides advice on marine science matters to the Australian Government and promotes a coordinated approach to marine sciences across all sectors. The NMSC is composed of representatives of marine

science agencies, universities and the broader marine science community and AMSA has been a member since its inception as OPSAG in 1998. The NMSC has driven the development of the National Marine Science Plan, which was launched in August 2015, and is now focussing on the implementation of this plan. The President represents AMSA at NMSC. The President should prepare a report to the NMSC for each meeting on matters affecting AMSA and provide a report back to Council meetings on NMSC matters. The President should report on NMSC matters to members when appropriate.

5.6 Standards Australia (SA) Scientific Diving Working Group

Standards Australia developed the national occupational standard for professional diving, including scientific diving. AMSA has represented marine scientists who dive for more than 30 years in a continuing effort to ensure scientific diving is undertaken safely, but in a practical manner. AMSA is represented by Rochelle Johnston (UNSW) on SA committees. For many years Scientific Diving was included in SF17 along with commercial and other occupational divers. In 2022 Rochelle nominated a new project to represent Scientific Diving.

The AMSA representative should provide a report to Council meetings and communicate with members as deemed appropriate by Council.

5.7 Marine Pests Sectoral Group (MPSG)

The Marine Pests Sectoral Group is the Commonwealth stakeholder group which advises the government on matters to do with marine pests. Dr Penny Berents represents AMSA in this group with the role of reporting to Council and advising members of opportunities in this space.

5.8 Australian Maritime Safety Authority (AMSA) Regional Safety Committee

The Regional Safety Committee of AMSA (maritime) is the stakeholder group advising AMSA (maritime). Dr Penny Berents represents AMSA on this group with the role of reporting to Council and representing AMSA at quarterly meetings.

6. PRIZES AND AWARDS

AMSA has a set of well-established awards and prizes with clear brands. Some have a long history and others have been introduced in the last few years. Awards are offered for conference presentations and for outstanding contributions to marine science.

6.1 Jubilee Prize

The Jubilee Prize is the major award for an exceptional career in marine scientific research. It was established in 1988 at the Silver Jubilee conference in Sydney. Nominations are called for every year (usually in March) through announcements made by the AMSA Secretary or President. Nominations are received by the Secretary and a decision is made by a panel consisting of the AMSA President, Vice-President, and Immediate Past President. There is no requirement for an award to be given every year.

The Jubilee Award winner is expected to attend the Conference where they give a plenary presentation and are presented with their Award. The winner is also expected to write an article for the Bulletin.

The President is responsible for advising the Award winner, their nominees and the nominators of unsuccessful nominations and writing a citation for the AMSA website. The President should liaise with the employer of the Award winner to organise appropriate publicity for the winner and for AMSA.

6.2 Technical Award

From 2009 AMSA offered the Technical Award to recognise outstanding achievements in the field of technical support to marine science in Australia. This prize emphasises the valuable contribution to marine science made by those who provide the technical and logistical support services which make much research possible. It is judged by the same panel as the Jubilee Award and there is no requirement for an annual award.

6.3 Emerging Leader in Marine Science

In 2020 AMSA established an award for an Emerging Leader in Marine Science for early or mid-career members. The award for excellence in marine research recognises outstanding research and academic achievement, translation of research for engagement outside academia and mentoring of young scientists.

The award is judged by a selection panel of three Councillors chaired by the President. Award winners are invited to give a special address at the AMSA Conference and are expected to write an article for the Bulletin.

6.4 Gigari MG Excellence in Sea Country Award

In 2022 AMSA established the Excellence in Sea Country award to recognise the outstanding contribution or leadership potential of an Indigenous marine scientist, ranger, communicator or educator to the advancement of marine science and knowledge in Australia. Applications are assessed by a selection committee of three Councillors appointed at a Council meeting.

6.5 Allen Travel Award

The Allen Student Travel Award is awarded in memory of Kay Radway Allen and Rosa Allen who were both active on Council for many years. Kay was President and a long term Council member. Although not a marine scientist, Rosa was Treasurer for 17 years. The purpose of the Allen Award is to offer an annual prize for a student to attend a conference. Historically the award was to travel to an international conference, however, in 2018 the focus was shifted to fund the student's registration and some costs of attending the AMSA conference. The selection committee is composed of the Secretary and two Council members and nominations are called for annually.

6.6 The Ron Kenny Prize

The Ron Kenny Award is AMSA's premier student prize at the annual conference, given for the best oral and poster presentations. It recognises the work for AMSA over many years by Associate Professor Ron Kenny of James Cook University. Ron began editing the Bulletin in 1978 with Dr Norm Milward and in 1980 became the sole editor.

6.7 The Peter Holloway Oceanography Prize

The Peter Holloway Prize was established to recognise the outstanding career in physical oceanography of Peter Holloway. It is presented for the best student presentation at the conference on a topic related to oceanography.

6.8 The Ernest Hodgkin Estuary Research Prize

The Ernest Hodgkin Estuary Research Prize is presented by the National Trust of Australia (WA) in honour of Ernest Hodgkin's pioneering work with interdisciplinary approach to estuarine studies in West Australia. The prize is presented for the best student presentation on research that will facilitate a greater understanding of estuarine processes and management.

6.9 Prizes donated by sponsors of the Conference

Several other prizes are sponsored for specific purposes by various organisations and sponsors of the Conference. The purposes and amounts of each award change from year to year depending on the

organisations offering the prizes. These prizes have often started through the work of a dedicated member or via an approach offering a prize. The AMSA Conference handbook includes latest information on the prizes.

7. ROLES OF AMSA OFFICE BEARERS AND COUNCILLORS

There are certain officers of the Association required, as set out in Clause 12 of the Constitution. They are:

- President;
- Vice-President;
- Immediate Past-President;
- Treasurer;
- Secretary;
- Communication Officer
- And up to 10 councillors

7.1 President

- President (clauses 12, 15, 16 17, 23, and 25 of constitution)
- Provide leadership for AMSA and AMSA Council.
- To preside at a general meeting.
- May convene meetings of Council.
- To preside at meetings of Council.
- 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.
- May make public statements on behalf of the Association.
- To clear public statements, in the name of the Association that may be made by constituent bodies.
- Works with the Secretary to prepare the agenda for national Council meetings.
- Provide strategic guidance and leadership of AMSA Council initiatives and activities relevant to the AMSA's objectives.
- Provide President's report for Bulletin.
- Performs check of final draft of Bulletin.
- Formal media spokesperson for AMSA if one is required.
- Primary contact with Conference sponsors; seeks sponsorship and sends prospectus; writes letter of thanks after the Conference.

7.2 Vice-President

- Vice President (clauses 12, 13 and 23 of constitution)
- Presides at a General Meeting if the President is absent.
- Presides at meetings of Council if President is absent.
- Supports the President, and fills in for President when unavailable (e.g., AMSA representative on Committees).

7.3 Immediate Past President

- Supports the President and Council (advisory role with past experience and wisdom).
- May provide representational support (e.g. NMSC).

7.4 Treasurer

- Treasurer (clauses 12, 27 and 30 of Constitution)
- To faithfully keep all general records, accounting books and records of receipts and expenditure at the Association's office.
- 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 accounts.
- To engage the auditor and deliver to the auditor a list of all the accounts, books and records of the Association.
- To engage the accountant to prepare the annual financial report.
- To present a statement to Council for approval of accounts since last meeting.
- To liaise with accountant, tax office, and bank and ensures signatories are up to date and changed annually with new Council.
- To coordinate with Branch Treasurers to prepare financials for accountant and auditor.
- Member Financial & Membership Planning Sub-committee.
- To manage investment accounts and ensure term deposits are appropriately reinvested.
- To prepare an annual budget and recommendation in regard to subscriptions.
- Authorise the payment of all accounts.
- To present Treasurer's report (including annual Auditor's report) at AGM.
- To provide Treasurer's report e.g. for Bulletin.
- Provide to the Bulletin Editor copies of the audited receipts and expenditure statement 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.
- To organise GST returns, preparation and reporting.
- To complete the annual return for Office of Regulatory Services, obtain signature of President and forward to Public Officer for signature and lodgement, including payment and audited statement of accounts. Minimum fees if lodged within 6 months of end of financial year.
- To complete the change to directors of a registered body. Must be lodged within one month after the AGM or fees incurred.

7.5 Secretary

- Secretary (clauses 8, 10, 12, 13, 14, 15, 16, 17, 21, 22, 23, 29 and 30 of constitution)
- To receive advice from a Corporate member as to its appointed representative.
- To send to members notices of general meetings.
- 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.
- To receive proxies for a general meeting.
- To notify the Association of his or her address.
- To keep minutes and record all proceedings at Council meetings, committee meetings and committee meetings.
- To keep records of all elections and appointments of office-bearers and ordinary Council members.
- To keep record the names of members of the Council present at a Council meeting or a general meeting.
- To receive nominations for officers and ordinary councillors.
- To give councillors notices of meetings
- To prepare (for Council) meeting agendas, present minutes for confirmation, prepare and present action lists, prepare and present details of correspondence received and sent.
- To receive and send correspondence.
- To manage and update the Council roles document, make it available to all Councillors and ensure it is uploaded to website.
- To implement decisions of Council where appropriate.

- To receive applications for the Allen Award for Students and organize for those applications to be forwarded to the judging panel.
- To promote the Prize to membership towards the end of each year.
- To receive nominations for the Jubilee and Technical Awards
- To provide copy of minutes for inclusion in Bulletin
- 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
- In consultation with the President, may make public statements on behalf of the Association.
- In the absence of the President, to clear public statements in the name of the Association that may be made by constituent bodies.
- To retain custody of the common seal.
- 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
- to receive any notice of appeal from a member who is the subject of an expulsion or suspension and thereupon notify Council
- May authenticate, by signing, a document or proceeding (Associations Incorporation Act (ACT) 1991, s55).

7.6 Councillors

- Are expected to participate in at least two of the three Council meetings each year
- Councillors may claim one discount airfare to attend one Council meeting per financial year when it is not the Conference Council meeting.
- Councillors are expected to play an active role in their local Branch to maintain strong links between the Branches and Council.
- Councillors are encouraged to write articles and source articles for the Bulletin.

7.7 Other roles

These roles may or may not be filled by Councillors.

7.7.1 Book review coordinator

- This role may be filled by Councillor or a member.
- This person actively checks book lists, web sites and representatives of publishing houses for appropriate books to review; finds other published reviews that are appropriate for reprinting in the AMSA Bulletin and either advises Editor the web links or seeks permission to reprint.
- Send reviews to Bulletin Editor before due date for content for the next Bulletin.

7.7.2 Indigenous Sub-committee

The Indigenous sub-committee is responsible for organising the Indigenous Workshop at conferences and representing AMSA in Indigenous issues.

7.7.3 Position Papers Coordinator

- This role is to coordinate preparation, review and finalisation of AMSA position papers.
- Maintains a watch over all AMSA position papers (as they have a 5 year lifetime before removal or review).
- Ensures the correct and up to date papers are online and in the Bulletin if appropriate.
- The actual writing of the papers will be a different person/team for each paper, depending on the topic and expertise.