



## **Position Description – ACLTA Chairperson**

The position of Chairperson for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Chairperson shall hold office until the first biennial conference following their appointment, at which point they may offer themselves for re-election.

### Purpose of Position

- To oversee functioning of the association in conjunction with members of the executive.
- To hold ACLTA executive and professional committees accountable to the expectations and rules as guided by the ACLTA constitution and code of conduct
- To represent the association and its members to third parties as appropriate

### Key tasks

- Coordinate and chair regular meetings including AGM, executive meetings and others as required
- Represent ACLTA where appropriate to the media and other third parties
- Ensure the operations of the association are conducted according to the ACLTA code of conduct and constitution to the best of their knowledge
- Provide an annual report to members at AGM
- Make final decisions on items that are locked in voting and communicate to members
- Support other members of the executive and delegate tasks in periods of increased activity or unplanned absence
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.
- Participate in discussions using the Wild Apricot forum.

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Achieved accreditation through ACLTA, having completed the ACLTA training framework or actively working towards this
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the Wild Apricot Management Portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences and AGM
- Non-attendance at 3 consecutive monthly meetings forfeits position on the executive