



Position Description – ACLTA Past Chairperson

The position of Past 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 for one year following their standing down as ACLTA Chairperson.

Purpose of Position

- To provide guidance and support to the current executive committee to ensure a smooth transition, and assist with duties as required

Key tasks

- Support other members of the executive in periods of increased activity or unplanned absence
- Provide information and advice to members of the committee to ensure continuity of projects and work undertaken by ACLTA
- 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