



Position Description – ACLTA General Executive Member

The position of General Member for ACLTA is a voluntary position. The role is taken on by one of the State representatives elected by way of vote from members of the association. The General Member shall hold office until the first biennial conference following their appointment, at which time they may offer themselves for re-election.

Purpose of Position

- To represent the members from their home State in matters relating to ACLTA
- To assist the executive with the overall functioning of the association

Key tasks

- Liaises with members in their State regarding ACLTA matters and represents them at executive meetings
- Assists the membership coordinator to raise awareness of ACLTA with people working in the profession in their home State
- Completes accepted tasks delegated by Chairperson (assisting with other executive roles during peak periods or times of 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
- Non-attendance at 3 consecutive monthly meetings forfeits position on the executive