



## **Position Description – ACLTA Webinar Coordinator/State representative**

The position of Webinar Coordinator 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 Webinar Coordinator 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 co-ordinate webinars for ACLTA members as a professional development activity, with a strong focus on non-conference years
- 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

- Liaise with Professional Development and Training Coordinator around delivery of web-based learning opportunities
- Communicate with and organise speakers for webinars
- Take bookings and disseminates relevant information for participants
- Post certificates of attendance and receipts to participants
- Gather feedback about webinars
- 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
- 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