



THE CHINESE LANGUAGE TEACHERS' ASSOCIATION OF WA (INC.)

西澳中文教师学会

BULL CREEK LPO, PO Box 252, BULL CREEK WA 6149

Website: [www.cltawa.asn.au](http://www.cltawa.asn.au)

## 2017 – 2018 Committee Members

### From the CLTAWA Constitution

"The Committee shall have power to manage, administer, supervise, and direct the work of the CLTAWA in accordance with CLTAWA Constitution and the wishes of members as determined by decision of annual and special general meetings."

### General Responsibilities:

- Attend meetings throughout the year and maintain a minimum of 75% attendance.
- Assist in the organisation of CLTAWA events throughout the year.
- Attend and assist in the setting up of CLTAWA events throughout the year.
- Involve in the committee's decision making process.
- Contribute ideas and skills to the CLTAWA.
- Hold the position as one of the Committee coordinators.

### Description of Roles

Executive Committee Members	
President	<ul style="list-style-type: none"><li>▪ Presides at all Committee Meetings and CLTAWA Members' Meetings.</li><li>▪ Works with the Executive Committee Members to develop agendas for meetings.</li><li>▪ Ensures decisions are made in a timely manner and that they are actioned by those responsible.</li><li>▪ Represents the Association and its members to other organisations, media and the public.</li><li>▪ Acts as a signing officer for CLTAWA's financial and other matters concerning the Association.</li><li>▪ Develops relationships with other organisations to maintain and increase support and sponsorship opportunities.</li><li>▪ Ensures the CLTAWA's aims and objectives are continually strived for.</li><li>▪ Facilitates the accomplishment of the CLTAWA's aims and objectives.</li><li>▪ Acts as an Executive Committee Member.</li></ul>

Vice President	<ul style="list-style-type: none"> <li>▪ Assumes the responsibilities of the President in his/her absence.</li> <li>▪ Presides at Committee Meetings and Meetings of the Members of CLTAWA if the President is absent.</li> <li>▪ Acts as an Executive Committee Member.</li> <li>▪ Performs duties as directed by the President.</li> <li>▪ Assists the President to ensure decisions are made in a timely manner and that they are actioned by those responsible.</li> <li>▪ Acts as a signing officer for CLTAWA's financial and other matters concerning the Association.</li> <li>▪ Assists the President to develop relationships with other organisations to maintain and increase support and sponsorship opportunities.</li> <li>▪ Assists the President to ensure the CLTAWA's aims and objectives are continually strived for.</li> <li>▪ Assists the President to facilitate the accomplishment of the CLTAWA's aims and objectives.</li> <li>▪ Acts as an Executive Committee Member.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>▪ Is responsible for <ul style="list-style-type: none"> <li>✧ CLTAWA email monitoring, email and mail correspondence.</li> <li>✧ CLTAWA Facebook administration.</li> <li>✧ preparing the agenda and taking the minutes of meetings.</li> </ul> </li> <li>▪ Collaborates with treasurer to monitor and update membership.</li> <li>▪ Acts as a signing officer for CLTAWA's financial matters.</li> <li>▪ Acts as an Executive Committee Member.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>▪ Keeps accurate record of all financial transactions of the Association.</li> <li>▪ Prepares and presents a financial report at each regular committee meetings and a full annual report at the AGM.</li> <li>▪ Is responsible for <ul style="list-style-type: none"> <li>✧ monitoring CLTAWA finances.</li> <li>✧ arranging payments to external organisations.</li> <li>✧ collating monies received from members or external organisations.</li> </ul> </li> <li>▪ Collaborates with secretary to monitor and update membership.</li> <li>▪ Acts as a signing officer for CLTAWA's financial matters.</li> <li>▪ Drafts the budget of events in conjunction with the President.</li> <li>▪ Acts as an Executive Committee Member.</li> </ul>

Please see the following page for Committee Members' Roles and Responsibilities

<b>Committee Members</b>	
Primary School Coordinator	<ul style="list-style-type: none"> <li>▪ Is responsible for               <ul style="list-style-type: none"> <li>✧ coordinating primary teachers' professional learning workshops.</li> <li>✧ coordinating the Pandas' Picnic primary school excursion.</li> </ul> </li> <li>▪ Disseminates any primary school related information to the Committee.</li> </ul>
Secondary School Coordinator	<ul style="list-style-type: none"> <li>▪ Is responsible for               <ul style="list-style-type: none"> <li>✧ coordinating secondary teachers' professional learning workshops.</li> <li>✧ coordinating Year 9 Day secondary school excursion.</li> </ul> </li> <li>▪ Disseminates any secondary school related information to the Committee.</li> </ul>
Community School Coordinator	<ul style="list-style-type: none"> <li>▪ Liaises with community schools and relaying updates to the committee regarding any community school related matters.</li> <li>▪ Is responsible for coordinating the Story Telling Competition for Background/Heritage students.</li> </ul>
Tertiary Coordinator	<ul style="list-style-type: none"> <li>▪ Liaises with tertiary institutions and relaying updates to the committee regarding any tertiary education related matters.</li> <li>▪ Is responsible for university venue hire.</li> </ul>
ICT Coordinator	<ul style="list-style-type: none"> <li>▪ Is responsible for the maintenance and updating of the CLTAWA website.</li> <li>▪ Designs and creates flyers for CLTAWA events.</li> <li>▪ Assists Secretary with CLTAWA Facebook administration</li> </ul>
Media Coordinator	<ul style="list-style-type: none"> <li>▪ Liaises with external media personnel in regards to promoting and relaying CLTAWA organised events and forwards onto relative personnel for Facebook and Website update.</li> <li>▪ Is responsible for the writing and collating of articles to be submitted for media publications.</li> <li>▪ Coordinates photography/video for CLTAWA events and forwards onto relative personnel for Facebook and Website update.</li> </ul>
Public Relations Coordinator	<ul style="list-style-type: none"> <li>▪ Coordinates members' social gatherings.</li> <li>▪ Is responsible for external fund applications.</li> <li>▪ Is responsible for the organisation, distribution and collating of member satisfaction surveys for CLTAWA events.</li> </ul>