

Our values:

Leading: We advocate for equity and influence for positive change.

Linking: We collaborate with purpose and support each other's wellbeing.

Learning: We learn together to build our individual and collective capability.



Roles and Responsibilities

Secretary

The Secretary is a member of the Executive/Management Committee and is elected to the Executive/Management Committee for a period of two years. The Secretary is eligible to serve for a period of three consecutive, two-year terms in office.

From the Constitution:

14. Appointment or election of Secretary

- 14.1 The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- a) an Ordinary Members, Aspirant Members or Life Member elected by the Association as Secretary; or
 - b) any of the following persons appointed by the Executive/Management Committee as Secretary:
 - i. a member of the Association's Executive/Management Committee;
 - ii. another Ordinary Member, Aspirant Member or Life Member.
- 14.2 If the office of Secretary becomes vacant, the members of the Executive/Management Committee must ensure a Secretary is appointed or elected for the Association within one (1) month after the vacancy occurs.
- 14.3 If the Management Committee appoints a person mentioned in rule 14.1(b)(ii) as Secretary, other than to fill a casual vacancy on the Executive/Management Committee, the person does not become a member of the Executive/Management Committee.
- 14.4 If the Management Committee appoints a person mentioned in rule 14.1(b)(ii) as Secretary to fill a casual vacancy on the Executive/Management Committee, the person becomes a member of the Executive/Management Committee.
- 14.5 In this rule **Error! Reference source not found.**, “casual vacancy”, on an Executive/Management Committee, means a vacancy that happens when an elected member of the Executive/Management Committee resigns, dies or otherwise stops holding office.

16 Functions of Secretary

16.1 The Secretary's functions include, but are not limited to—

- (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association;
- (b) keeping or causing to be kept minutes of each meeting;
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the register of Members.

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Responsibilities:

Leading

- Demonstrates knowledge and understanding of the Association's Constitution and the impact of such in relation to the role and reporting responsibilities of the Secretary
- Supports the president of the Association to enact the strategic direction of the Association
- Consults with the president prior to the meetings of the Association to discuss the business of the meeting including proposed agenda, the invitation of guests/speakers, venue and distribution of resources (if required)
- Maintains accurate records of communications and documents pertaining to the Association received from the president, members, persons and organisations external to the Association (e.g., Constitution, Certificate of Incorporation; agenda, minutes of meetings; reports from subcommittees, regional councillors, Executive/Management Committee; strategic documents, position papers)
- Ensures full and accurate minutes of all questions, matters, resolutions and other proceedings of each Executive/Management Committee, State Council, and General meetings are electronically recorded, distributed and stored in a timely and secure manner
- Ensures the accuracy of the minutes, and the minutes of each Executive/Management Committee, State Council, and General meeting must be signed by the chairperson of the meeting (president), or the chairperson of the next Executive/Management Committee /Annual General meeting, verifying their accuracy
- Provides the president with an electronic copy of the minutes of the meeting following the meeting, and within a time frame, agreed by both president and secretary to verify accuracy prior to distribution and follow-up of the actions of the meeting
- Ensures the smooth operation of each meeting/event addressing all operational matters including venue, room booking, awards (Life member, Friend of QASEL, Service Award), catering and technology needs
- Submits, in a timely manner, the End of Year returns and any Constitutional Documents to the Office of Fair Trading immediately following the AGM (e.g., within 2-3 working days of the meeting date)
- Maintains (with the support of the BM and treasurer) the Member's register as per section 12.2 of the Constitution.
- Maintain the Awards register including award type, date and year of presentation

Linking

- Ensures all communications occur using the QASEL email address provided by the Association
- Maintains an open and honest dialogue with the president understanding the responsibilities, expectations and reporting obligations of the role
- Responds, in a timely manner, to the requests and communications from members, persons and organisations external to the Association
- Calls all Executive/Management Committee, State Council, and General meetings of the Association within the recommended timelines, and ensures timely and accurate communication (notices, agenda, business to be discussed, distribution of previous minutes, reports from Regional Councillor or member responsible for the submission of reports, resources pertaining to the meeting) with members prior to meetings
- Communicates with any chairperson, Regional Councillor or member responsible for the submission of reports prior to State Council meetings if required
- Distributes and stores in a timely manner all minutes of Executive/Management Committee, State Council, and General meetings following the meeting and within an agreed time period
- Attends all meetings (face to face or online) or identifies an Executive/Management Committee substitute if unable to attend the meeting; provides all documents to the president if unable to attend

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- Calls (with the support of president and executive) for nominations to the Executive/Management Committee within the recommended timelines, and ensures timely and accurate communication to all members regarding the online election process
- Communicates with, submits and records, within the recommended timelines, (e.g., immediately following the ratification of documents by Executive/Management Committee) any Constitutional documents to the Office of Fair Trading
- Provide all Executive, Management Committee and Regional Councillor members with a QASEL badge on commencement of position
- Provides members with access to key documents (e.g., Constitution, Certificate of Incorporation) of the Association which are timely and securely stored on the website, and in an alternate secure space

Learning

- Promotes capability development opportunities to members that are responsive to the needs of members
- Inspires, supports and develops the next generation of special education leaders through targeted professional learning opportunities, mentoring and meaningful networking

Resource provisions:

The Secretary of the Association will be provided with:

- a QASEL email account to be used for all correspondence of the Association
- access to the business manager
- access to additional admin support as required
- financial reimbursement for incurred costs e.g., photocopying
- access to QASEL Website for electronic storage of QASEL documents (e.g., agendas, minutes of meeting, Office of Fair-Trading documents)
- access to QASEL Constitution, strategic documents and position papers
- access to travel expenses if representing the Association regionally or interstate
- role and responsibilities statement

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