

**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**

### **Vice-President**

A Vice-President is elected as a member of the Executive/ Management Committee. There are three Vice-President positions made up of at least one (1) Principal and at least one (1) leader of a Special Education Program. The Vice-President is elected to the Executive/ Management Committee for a period of two years and is eligible to serve for a maximum period of three consecutive, two-year terms in office.

The Vice-President is any financial Ordinary Member, Aspirant Member or Life Member of the Association.

### **From the Constitution:**

#### **22. Functions of Executive/Management Committee**

22.1 Subject to this constitution, the Executive/Management Committee has the general control and management of the administration of the affairs, property and funds of the Association

22.2 The Executive/Management Committee has authority to interpret the meaning this constitution and any matter relating to the Association on which the constitution is silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

22.3 The Executive/Management Committee may exercise the powers of the Association—

- a) to borrow, raise or secure the payment of amounts in a way the Members decide;
- b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future;
- c) to purchase, redeem or pay off any securities issued;
- d) to borrow amounts from Members and pay interest on the amounts borrowed;
- e) to mortgage or charge the whole or part of its property;
- f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association;
- g) to provide and pay off any securities issued; and
- h) to invest in a way the Members may from time to time decide.

22.4 For rule 22.3(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:

- a) the financial institution for the Association; or
- b) if there is more than one (1) financial institution for the Association—the financial institution nominated by the Executive/Management Committee

#### **24. Meetings of Executive/Management Committee**

24.1 The Executive/Management Committee may meet and conduct its proceedings as it considers appropriate. The Executive/Management Committee may determine the procedure to be adopted for meetings of the State Council.

***Our commitment: To support leaders across the state, to achieve the best possible learning outcomes for students with disability.***

***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.***

24.3 The Executive/Management Committee must meet at least once per school term to exercise its functions via face-to-face meeting or teleconference.

24.4 The Executive/Management Committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

24.5 A member of the Executive/Management Committee who participates in a meeting electronically is taken to be present at the meeting for the whole of the meeting and may not leave the meeting except with the consent of the President.

24.6 Each Executive/Management Committee Member present is entitled to one vote.

24.7 A question arising at a meeting is to be decided by a majority vote of members of those present at the meeting and, if the votes are equal, the question is decided in the negative.

24.8 A member of the Executive/Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and must be absent from the meeting during any discussion about and the vote regarding that contract or proposed contract. If the member does vote, the member's vote must not be counted.

24.9 The President is to preside as chairperson at each Executive/Management Committee and State Council meeting.

24.10 If there is no President or if the President is not present within ten (10) minutes after the time fixed for an Executive/Management Committee or State Council meeting, the members may choose one (1) of their number to preside as chairperson at the meeting

***Responsibilities:***

***Leading***

- Support the president of the Association: to enact the strategic direction of the Association; through leadership of key pieces of work; to represent the Association on departmental committees, reference groups or stakeholder groups; to represent the president in his/her absence
- Actively contribute to the Association's agenda, strategic direction, discussions, position papers and decisions through leadership, participation, advocacy, feedback, and provision of expertise within an area e.g., inclusive education in primary/secondary schools, ECDPs, etc.
- Respond to requests/volunteer to perform specific roles identified by Executive/Management Committee e.g., Conference Convenor, Research Officer, Constitution Convenor, Sub-committee chairperson
- Advocate on behalf of members in their given region, sector or cohort on issues impacting leadership, wellbeing, student learning etc.
- Chairing meetings on behalf of the president
- Reporting to Executive/Management Committee and/or SC meetings in area of responsibility if representing QASEL on a regional/state committee, reference group, stakeholder group; written reports (if required) provided to the secretary and president prior to the meeting date and if unable to attend the meeting will provide a copy to the secretary and president prior to the meeting.

***Linking***

- Represent QASEL on various committees, reference groups, working parties, or stakeholder groups to influence policy and decision-making impacting leadership and student learning
- Collaborate intentionally with established partners across all regions to influence policy, provide feedback, respond to requests for consultation
- Make links with principals, leaders, members and regional councillors in regions in which they are located, support leaders with practical information, provide links to support services and opportunities for intentional collaboration

***Our commitment: To support leaders across the state, to achieve the best possible learning outcomes for students with disability.***

***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.***

- Share with others professional practice and opportunities to engage in leadership and capability development
- Respond to requests to provide feedback, in a timely manner, on various documents, position papers and statements to ensure a consultative, collaborative process occurs representing the views of QASEL members
- Actively participate as an Executive/Management Committee member by attending management meetings and State Council meetings in person or online

***Learning***

- Promote capability development opportunities through targeted workshops, and online learning that is responsive to the needs of members
- Inspire, support and develop the next generation of special education leaders through targeted professional learning opportunities, mentoring and meaningful networking

***Resource Provisions:***

A Vice-President will be provided with the following:

- access to QASEL Constitution, strategic documents and position papers
- access to QASEL's website
- access to member's list (networking, support)
- reporting template (specific to members representing QASEL on committees, reference groups, working parties, or stakeholder groups)
- support from the BM as required e.g., membership data
- travel expenses to attend Executive/Management /State Council meetings (regional representatives only)
- role and responsibilities statement

***Our commitment: To support leaders across the state, to achieve the best possible learning outcomes for students with disability.***