

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

Management Committee Member

A Management Committee Member is an Ordinary Member, Aspirant Member or Life Member of the Association who is elected as a member of the Management Committee for a period of one (1) year until 31 December 2022. From 1 January 2023, the term of office of each member of the Management Committee is two (2) years.

All members of the Management Committee will hold office for a period commencing on the first day of January in the year following the year in which he or she is elected and ending on the 31st day of December at the conclusion of their term of office.

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

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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.

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 and other members of the Executive/Management Committee to enact the strategic direction of the Association
- Actively contribute to the Association's agenda, strategic direction, discussions, position papers and decisions through participation, advocacy, feedback, and provision of expertise within an area e.g., early special education
- 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.
- Demonstrates exemplary ethical behaviours, displaying and awareness of identified meeting protocols and norms
- 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.

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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 within the region in which they are located to influence policy, provide feedback, respond to requests for consultation
- Make links with members/regional councillors to support leaders to engage in leadership and capability development opportunities including: practical information, links to support services, opportunities for intentional collaboration, and the sharing of professional practice
- Respond to requests to provide feedback 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 that are responsive to the needs of members
- Participate in meetings organised by regional councillors with a view to support capability development, and determine proposal for Professional Learning grants
- Inspire, support and develop the next generation of special education leaders through targeted professional learning opportunities, mentoring and meaningful networking
- Maintain currency of practice, policy, procedures and evidence-based educational pedagogies, and articulate current strategies to support a contemporary viewpoint

Resource Provisions:

A Management Committee Member will be provided with the following:

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

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