

QSITE
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QSITE Board Nomination Form 2018

Any financial member of the Association (both institutional and individual) can nominate members to serve on the QSITE Board in any of the following positions:

President, Vice President, Secretary, Treasurer, General Member.

The nominee must:

1. hold personal membership of the Association
2. be a financial member, and
3. agree to serve the Association in accordance with the Rules of Association – see Roles and Responsibilities on page two.

The nomination must be lodged with the QSITE Secretary at least **seven days** before the Annual General Meeting at which the election is to take place. Nominations will be taken from the floor only if there are insufficient nominations to fill positions.

I, _____ (QSITE member ID) _____
(Proposer's name)

nominate _____ (QSITE member ID) _____
(Nominee's Name)

for the position of _____

Note that all **General Board Members** are expected to work on one or more committees. (Refer to page 2 of this document).

Seconded by _____ (QSITE member ID) _____
(Secunder's Name)

Dated this _____ day of _____ 20 ____

Signature of proposer _____ Signature of secunder _____

I accept this nomination _____ (signature of nominee)

Roles and Responsibilities

President

- Provide professional leadership and establish a clear vision for the society.
- Proactively identify and act upon opportunities for the growth and improvement of the society.
- Monitor the performance of the society in fulfilling its goals and meeting its objectives.
- Effectively manage the resources of the society.
- Delegate responsibilities for society activities and projects.
- Ensure the services that the society provides to its members are of the highest quality.
- Interact with other elected society officials to form an effective management team.
- Conduct regular meetings of the society's management committee.
- Act as an advocate for society members in a variety of forums.
- Liaise with a broad cross-section of the education community, the IT industry and other professional organisations in order to establish and maintain effective network networks of communication.

Vice President

- Take presidential responsibility in the absence of the president.
- Assist president in presidential duties at his/her direction.
- To offer support to new members of the management committee.
- To supervise and support the Executive Officer of the organisation.
- Organise and Chair the AGM in co-operation with management committee.
- To support subcommittees, conference committees and special groups on the conduct of their projects.

Secretary

- To be responsible for written correspondence
 - * directed towards QSITE
 - * directed from QSITE
- To be responsible for maintaining essential records of QSITE
- To record the minutes of monthly QSITE management committee meetings.
- To record the minutes of the AGM and any special QSITE management meetings.
- To distribute to management committee the agenda and minutes of monthly QSITE management committee meetings.
- To provide the Executive Officer with materials and resources which should be stored for QSITE records.
- Ensure Annual Office of Fair Trading return and Financial Report is submitted within 1 month of the AGM being held.

Treasurer

- Monitor the financial transactions on behalf of the organisation including invoices and cheques.
- Monitor expenditure approval process
- Oversee maintenance of the financial records of the organisation.
- Present a financial report to each management meeting.
- Present financial reports of special projects to management committee and the projects' committees.
- Provide advice on future management of the financial affairs of the organisation including fixed deposits, investments, ability to support projects.
- Working closely with the Executive Officer to meet regulatory requirements
- Present the Audited Financial Report to an AGM.
- Contribute to the vision and goals of QSITE
- Attend and actively participate in board meetings

General Members are expected to contribute through other specific roles related to their position on the committee and are asked to **nominate their preferred area for contribution.**

- QUICK Committee
- Awards Committee
- ISTE Liaison Representative
- Professional Learning – Primary, Secondary or Tertiary
- Marketing, publications and events
- Technical operations and management of eSystems

Board members

All Members of the QSITE Management Committee have the following general duties.

- To promote the functions and services that QSITE provides to its members.
- To assist with the management of QSITE.
- To provide guidance and advice with members' needs as required.
- To assist with special projects, conferences and events undertaken by QSITE.
- To attend management committee meetings.
- To present a report on duties and projects undertaken as part of management duties undertaken.
- To attend and actively participate in board meetings.

All Board Members are requested to attend monthly board meetings by web conference and biannual face-to-face extended Board meetings.