



## NATIONAL COUNCIL - ROLE DESCRIPTIONS-2023

### **PRESIDENT**

To maintain a broad overview of the aims and objectives of the Association.

To act as spokesperson for the Association or nominate the Vice President instead.

To ensure that the activities of STAA are consistent with policy.

To liaise with the public and other relevant bodies to promote the views of the Association.

To provide leadership to the National Council.

To ensure all activities of the National Council are coordinated.

To preside over Council meetings and ensure that meetings run according to procedure and that the agenda is followed.

Prepare for National Council meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council meetings and represent the written report.

Prepare for the Annual General Meeting and write a report for the Annual Report of the association six weeks prior to the Annual General Meeting.

### **VICE PRESIDENT**

To support and assist the President in the execution of STAA objectives.

To act as spokesperson or nominate one for the Association.

To act on behalf of the President in the absence of the President.

Prepare for National Council meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council meetings and represent the written report.

Prepare for the Annual general Meeting and write a report for the Annual Report of the association six weeks prior to the Annual general Meeting.

### **SECRETARY**

To prepare and send agenda for National Council meetings one week prior.

To take minutes from National Council meetings.

To type and distribute accurately recorded minutes from National Council meetings one week to 10 days after the fact, to National Council members.

Attend and record information at the AGM.

Attend and record other meetings where appropriate.

Assist with the updating of key documents

Prepare for National Council meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council meetings and represent the written report.

Prepare for the Annual General Meeting and write a report for the Annual Report of the Association six weeks prior to the Annual General Meeting.

### **TREASURER**

To be responsible for overseeing the preparation of the annual budget for January to December by November of the previous year.

To ensure all Income and Expenditure is recorded on behalf of STAA.

To report current Income and Expenditure to the National Council meetings.

To prepare and present said records of income and expenditure to a qualified accountant for reconciliation at the end of each tax year. (STAA's tax year runs from 1 July to 30 June.)

To be a signatory to the STAA's online bank account and ensure appropriate signatories for STAA's cheque account.

The Treasurer is responsible for payment of day-to-day running costs. Other financial expenses are subject to approval by the National Council.

To ensure preparation and lodgment of STAA's income tax return and if necessary lodgment with the Australian Taxation Office.

Prepare for National Council meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council meetings and represent the written report.

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## NATIONAL COUNCIL POSITION DESCRIPTIONS cont . . .

### *Treasurer cont . . .*

Prepare for the Annual General Meeting and write a report for the Annual Report of the association six weeks prior to the Annual general Meeting.

Provide the National Council with necessary resource information to be able to make informed financial decisions in the interest of all the members of STAA.

### **ORDINARY MEMBERS**

Ordinary members have voting rights at National Council General Meetings.

Ordinary Members are recognised as part of the quorum at National Council General Meetings.

To present ideas for the development of Shiatsu Therapy Association of Australia.

The role of Ordinary members is to represent the views of the members of the Association.

Prepare for National Council general meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council general meetings and represent the written report.

### **STATE REPRESENTATIVE**

State Representatives are elected as Ordinary members to the National Council. They have the same voting rights as Ordinary members.

State Representatives are recognised as part of the quorum at National Council General Meetings

To liaise with the National Council regarding any State matters.

To present ideas for the development of Shiatsu Therapy Association of Australia.

The role of state Representatives is to represent the views of the members of their state to the National Council of the Shiatsu Therapy Association of Australia

Prepare for National Council general meetings by preparing a written report one week prior and submitting to the Secretary.

Attend National Council general meetings and represent the written report.

Liaise with the Membership Secretary to make contact with the colleges in their State.

### **STUDENT REPRESENTATIVE**

Student Representatives are elected on a discretionary basis by students from any educational organisation.

They must be nominated by the student body and be a current financial member of STAA.

The role of Student representatives is to present the views of students to the National Council.

A Student Representative may be invited to National Council general meetings.

Student Representatives may request matters of concern to the student body be placed on the agenda of National Council general meetings or the AGM.

Student Representatives may request attendance at National Council general meetings.

Student Representatives are unable to vote at National Council general meetings.