

## **President**

### **Constitutionally, it is the duty of the president to:**

- preside as the senior officer, figurehead and senior representative of the Association
- the President presides as Chair at all meetings and maintains meeting order and effectiveness.

### **Accounts held under president's name:**

- Queensland Art Teachers Association, Commonwealth Bank of Australia, 064-131 10006708
- Queensland Art Teachers Association, Stripe, qata@qata.qld.edu.au

### **Monthly duties:**

- prepare and present agenda items for monthly executive meetings

### **As per required:**

- maintain correspondence with internal and external stakeholders relating to:
  - a. association growth
  - b. advocacy
  - c. professional development for members
  - d. events and member meetings
  - e. member queries, complaints, suggestions
  - f. newsletters, social media, website content
  - g. affiliated associations (e.g. JCQTA, QAAE, INSEA)
- seek opportunities for association development to ensure members receive 'value for money' and positive engagement with association
- support and enable executive officers to meet goals
- consult with the executive about expenses, performing due diligence when assigning funds
- monitor QATA email account, responding to queries/requests
- there are periods of extra responsibility, i.e.:
  - a. AGM President's report and filling executive roles
  - b. coordinating invoices and payments for membership renewal
  - c. coordinating materials/resources, invoices and payments during and following QATACON (including managing the *QATA Fixed Assets Register*)
  - d. statements/audits at the end of each financial year, JAN-DEC (QATA's auditor and bookkeeper guide this process with the treasurer's assistance).

### **Additional**

- newly appointed president to update contact details/primary account holder
  - Commonwealth Bank
  - Office of Fair Trading
  - JCQTA
  - bookkeeper
  - ANW Audit (Brian Tucker)

- [gataexecutive@gmail.com](mailto:gataexecutive@gmail.com) (qata@qata.qld.edu.au)
- seek sponsorship opportunities with the support of the executive
- for advice, contact:
  - QATA executive members
  - previous presidents
  - Joint Council of Qld Teachers' Associations (QATA are a financial member), Danielle Gordon, [president@jcqta.qld.edu.au](mailto:president@jcqta.qld.edu.au)
  - Tracey McDonald, [bookkeepingbytracey@gmail.com](mailto:bookkeepingbytracey@gmail.com).

#### **Extra duties**

- Website: design, maintenance, upgrade to streamline processes and improve functionality for members
- Events: registration, invoicing, data collection, presentation
- Membership: renewal, functionality, communication, invoicing, manual additions as required
- Resources: development, production, distribution for members
- Digital communication and storage: establish procedures, file maintenance, storage organisation
- Conference team: meetings, communications, presentations, scheduling, set-up, resources
- Lydia Falkenhagen Art Prize: development, coordination, growth, communication