

Position terms

Executive Council positions (President, Vice Presidents, Secretary and Treasurer) are for a period covering two General Meetings and all other Council positions are for a period covering one General Meeting.

The SETAC-AU constitution states that “If a vacancy, except that of President, occurs between terms, the Council shall appoint a successor to serve the remainder of the term. Should the post of President become vacant for any reason one of the Vice-Presidents shall Page 6 of 26 assume the post of President and serve the remainder of the term as acting President and may succeed to the Presidency, where he/she is willing to nominate, by election in the same way as other positions falling vacant at the General Meeting are filled.” (Article IV, paragraph 13).

President

The role of the president is to further the aims of SETAC in Australasia. This is achieved by liaising with relevant science advocacy groups such as Science and Technology Australia (STA) and policy makers, and liaising with likeminded Australasian societies to foster kindred societal relationships. The president is also the representative of SETAC AU within SETAC World and will contribute to global discussion at the SETAC level on environmental issues. The President is the chair of the Executive Committee and generally leads Council meetings.

1. Represent SETAC AU members at a national level
2. Liaise with STA
3. Liaise with kindred societies
4. Liaise with other scientific societies
5. Represent SETAC AU within SETAC AP
6. Chair Council meetings
7. Other business as required

Immediate Past President

The constitution states that “a person who has held office as President, shall for a period of two years after vacating office as such, hold office as Immediate Past President”. In effect this provides SETAC AU with a level of continuity of governance, with the Executive and Council having ready access to the knowledge of the past president via their participation in these bodies. However, it is important to note that the Immediate Past President acts in an advisory role and not in a leadership or pre-emptive capacity as those functions rest with the current president. An individual only retains this position for the duration of the presidency of the person that has replaced them in their former position. The Immediate Past President is a member of the Executive Committee.

1. Advise the current President on context and previous official positions of SETAC AU

Vice-Presidents

The Vice-Presidents support the President, in particular by discussing and providing feedback on draft documents prepared by Council, assisting the current annual conference organising committee as appropriate, providing information for and comments on documents for STA, promote SETAC function and membership to the wider community where-ever possible, liaise with similar AU societies to facilitate event promotion and relationships, provide an active role on sub-committees where relevant, and provide an acting role if the President is absent. The VPs are members of the Executive Committee.

1. Organise awards and prizes
2. Act on behalf of President when required
3. Liaise with the Local Organising Committee of SETAC AU conferences
4. Support the President’s function to liaise with kindred societies

SETAC AU Duties and responsibilities of officer holders

5. Support the President's function to liaise with other scientific societies
6. Support the President's function to liaise with SETAC AP and SETAC World activities

Secretary

The Secretary acts as the initial point of contact for queries to SETAC AU and is in charge of the smooth day-to-day running of council affairs. The Secretary is the custodian of the constitution and other governing documents, takes notes and provides minutes of council meetings and AGM, and organises the minutiae of council meetings (eg agenda, teleconferencing support etc). The Secretary is also responsible for the production of advertising material and maintaining the SETAC AU website and twitter account. The Secretary is a member of the Executive Committee.

1. Email members with relevant items (fortnightly at the most)
2. Keep minutes of Council and General Meetings
3. Organise Council meetings (ie schedule, provide agenda and background documents)
4. Answering general queries
5. Channel communication to and from Council/members and others
6. Maintain folder of up-to-date SETAC AU working documents
7. Produce and curate advertising material

Treasurer

The Treasurer is responsible for the oversight of the financial affairs of the organisation, ensuring compliance with taxation legislation and banking requirements. Tasks include preparation of Business Activity Statements in relation to GST, maintenance of income tax exemption status through the Australian Charities & Not-For-Profits Commission, banking of all monies received, payment of invoices received, renewal of term deposits, keeping SETAC AU Council informed of financial situation in respect of expenditure, income, cash flow projections, budgets for activities such as conferences, maintenance of liability insurance policies. The Treasurer is a member of the Executive Committee.

1. Organise banking facilities for SETAC AU
2. Chase SETAC Pensacola for quarterly membership payments
3. Organise banking facilities for SETAC AU conferences
4. Administer SETAC accounts
5. Ensure SETAC is compliant with the relevant taxation legislation and banking requirements
6. Prepare required income tax and GST reports
7. Report to council on SETAC AU financial position
8. Report to members on SETAC AU financial position at the GM

Membership Officer

The Membership Officer is responsible for liaising with SETAC Pensacola to maintain the membership database and report on membership issues to Council, as well as assisting members with membership queries and issues. The Membership Officer should work toward encouraging and growing membership.

1. Respond to membership queries
2. Maintain membership database
3. Report to members on SETAC AU membership status at the GM
4. Actively promote SETAC AU to increase membership

SETAC AU Duties and responsibilities of officer holders

Bulletin Editor

The Bulletin Editor is in charge of editing the *Australasian Bulletin of Ecotoxicology and Environmental Chemistry* and to a certain extent in charge of marketing the bulletin to the membership as a forum for publications specific to local and regional issues.

1. With input from council, appoint the Associate Bulletin Editor
2. Elicit manuscripts for ABEEC
3. Organise reviewing of ABEEC manuscripts
4. Organise formatting of ABEEC manuscripts
5. Submit finalised ABEEC manuscripts to Secretary for publication on the website

Associate Bulletin Editor (appointed position)

1. Support the Bulletin Editor as required

Communications Officer

The Communications Officer is responsible for the triannual issues of the Endpoint newsletter and for maintaining the SETAC AU website. Tasks include coordinating and tracking on time regular and ad hoc contributions to newsletter from membership, editing submissions and organising advertising for newsletter.

1. Organise triannual publication of Endpoint
2. Proofread Endpoint prior to release
3. Submit Endpoint to Secretary for release to members and publication on the website
4. Report to members on Endpoint at the GM
5. Feed SETAC AU Social Media sites [in conjunction with Secretary]
6. Maintain SETAC AU website

Student Representative

The Student Rep is in charge of distributing relevant information (conferences, student awards, etc.) to the student body, maintaining the social media account (Facebook), and coordinating with the newsletter editor on student matters (e.g. student profile, conference report or general student oriented articles). The Student Representative is also the chair of the SETAC AU Student Advisory Council.

1. Ensure that student members are informed about SETAC AU activities
2. Liaise with other members of the SETAC Asia Pacific/Australasia Student Advisory Council (APSAC)
3. Maintain the student Facebook account
4. Coordinate with the Communication Officer on student matters

Strategic Directions Officer

The SDO is in charge of investigating and reporting on the current status of SETAC-AU membership through data collated from the membership profiles, member surveys and council discussions. The SDO liaises with other members of the council to identify and implement new strategies to retain and increase membership, as well as strategies to increase the participation of members.

1. Organise and analyse regular membership surveys (conducted at GM)
2. Identify and implement new strategies to benefit the society and its members

SETAC AU Duties and responsibilities of officer holders

Regional/State Representatives

The State and Regional Reps are in charge of maintaining contact with members within their region and represent the interest of these members at council meetings, as well as encourage new membership within their region and organise state meetings/workshops. The State and Regional Reps canvas and collate submissions from members in their region for newsletter (Endpoint) submissions. A representative is required for the following states / regions: ACT, NSW, NT, Qld, SA, Tas, Vic, WA, PNG, NZ – North Island, NZ – South Island.

1. To keep in touch with SETAC-AU members within their region/state (via email) so as to keep the members updated on the activities of the society (both nationally and internationally). Such information may include local workshops/lectures, conferences and meetings.
2. To maintain a contact list of SETAC-AU members within their region.
3. To canvas SETAC-AU members within their region for submissions to the Chapter's newsletter, Endpoint. These submissions will include the recent activities of SETAC-AU members and their associated facility/institute. The representative will compile the submissions and submit them to the editor of the newsletter.
4. To represent their region/state's members at SETAC-AU Council meetings.
5. To compile and maintain a brief description of their region/state's members scientific facilities and capabilities relevant to SETAC-AU. This information will periodically be published in the Chapter's newsletter and on the Chapter's website for the purposes of informing other SETAC-AU members of the capabilities of each member's facilities. This should aid in encouraging collaboration between members and institutions.
6. To organise one state meeting/workshop per year for the region/state's members. There are finances available from SETAC-AU to host and run such meetings, after approval from the Council. Annual meetings may not be feasible where the membership within a region/state is less than 10.
7. To attract new financial members within their region/state to SETAC-AU.