



Astronomical Society of South Australia Inc.

Responsibilities of some Council Positions

See below more detailed information about the duties of some of the ASSA Council positions.

➤ **President and Vice President**

Constitution: It shall be the duty of the President to preside at all General and Council meetings of the Society, and the Council. In the absence of the President, the Vice President will preside. In the absence of the Vice President, the Chairperson shall be appointed by the meeting.

Responsibilities:

- Presides at General and Council meetings of the Society.
- Articulates the agreed mission and vision of the Society.
- Promotes policies and practices to help guide the Society in adhering to its mission.
- Provides leadership and facilitates strategic planning for the Society.
- Calls Council meetings and, together with the Secretary, establishes the agenda for General and Council meetings.
- Maintains oversight for all Society activities.
- Sets a positive example for Council and the membership.
- Assists in the recruitment of new Council members, and the appointment of members to various non-Council roles.
- Assists in the recruitment of monthly speakers at General meetings.
- Provides an annual report to membership about Society activities.
- Executes certain contracts and obligations on ASSA's behalf, or may elect to delegate another Council member for some responsibilities.

➤ **Secretary (with the option of an Assistant Secretary)**

Constitution: The Secretaries shall keep the minutes of the General meetings of the Society and Council. They shall keep the register of Council members, arrange the business of the meetings, conduct correspondence, and generally act under the instructions of the Council.

Responsibilities:

- Responds in a timely manner to all contacts from the public and members received via phone, email, and in-person.
- Organises the agenda of General and Council meetings in collaboration with the President.
- Takes minutes, and records the votes taken, at the General and Council meetings and archives finalised minutes from previous Council meetings.
- Maintains the archive of the organisation's records, including articles of incorporation, registration documents, and any other organisational documents.
- Requests nominations from all members for Council positions each year.
- Presents the Secretary's report for the preceding year at the Annual General Meeting.
- Provides notice of a Special General Meeting if necessary.
- The Secretary (unless some other appointment shall be made by the Council) shall be the Public Officer for the purpose of the Associations Incorporation Act 1985 as amended.



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➤ **ASSA Treasurer and Assistant Treasurer**

Constitution: The Treasurer shall receive all monies due to the Society, lodge same in the bank, keep accounts, make payments, prepare accounts, and balance sheets and generally act under instructions of the Council. For payments made by cheque, four members of the Council, including Treasurer, shall be nominated as operators, and cheques to be signed by any two of them. For payments made by electronic funds transfer, or by internet banking, or by any other electronic process, the Treasurer, or in the absence of the Treasurer any other Officer nominated by Council, shall be authorised to effect such payments solely as per and under any restrictions imposed by Council. An audited balance sheet shall be presented at the Annual General Meeting. No member of the Council shall be eligible to serve as Auditor.

Responsibilities:

- Will be responsible for the payment of all bills; transfers to petty cash accounts and check that all payments made by Visa debit cards have been authorised.
- Will be responsible for recording all payments and receipts into bank accounts, and into the accounting package.
- Clear the ASSA mailbox and distribute mail.
- Will record into the membership database all new members and renewal of current members, as they pay their subscriptions.
- Will record onto the membership spreadsheet the relevant information to allow the Merchandise Secretary to complete her job.
- Will send to Council a monthly Treasurer's report, outlining the current months profit and loss statement; bank reconciliations; petty cash reconciliations and member numbers analysis.
- Send the accounts to Auditor in first week of October.
- Prepare a Treasurers report to be presented to the membership at the Annual General Meeting.

➤ **ASSA Communications Officer**

Constitution: The Communications Officer will maintain the accuracy of the sources of information for dissemination to members and the public through all media channels. They will apply copy-writing and editing skills to ensure information is of a high standard. They will maintain the Society's calendar of events and send electronic notifications to members.

Responsibilities:

- Manages the primary source of ASSA meeting & event information for circulation to members and the public through various media channels.
- Manages the creation, formatting and sending of monthly emails to ASSA members using MailChimp. This includes notices for The Bulletin, Monthly Meetings, Viewing Nights, Special Events and other notices as may be required.
- Posts content on a regular basis to ASSA social media channels, especially Facebook and Instagram, that aligns with the ASSA Social Media content policy.
- Applies copy-writing skills to ensure content is accurate and of a high standard.
- Works closely with the Editor (Bulletin) and the Webmaster as part of the communications' team.



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➤ **ASSA Astronomy Outreach Officer**

Constitution: The Astronomy Outreach Officer will be responsible for all of the Society's outreach events and activities. They are to develop public engagement strategies and implement outreach programmes with the Society volunteers to effect public engagement.

Responsibilities:

- Primary responsibility for the negotiation and selection of dates for ASSA public outreach activities and events, namely public stargazing/viewing nights, the Science Week star party, school visits, and corporate events.
- Responds to requests for outreach events and determines the kind of program to present, the number of volunteers required and any other elements.
- Works with the Communications Officer to ensure details about outreach activities and events are accurately presented and promoted in a timely manner.
- Maintains the overall database of volunteers (telescope operators & other support) including enlisting new volunteers. Note, Local Outreach Co-ordinators are responsible for regular events in their area including soliciting volunteers for their specific events.
- Works with the Education Officer and education specialists to develop effective public outreach strategies that enhance Astronomy education.
- Informs, together with others, the final GO/NO-GO decision for outdoor outreach events. Note, the Communications Officer is responsible for notifying attendees.
- Negotiates and prepares an invoice for any special events using the ASSA proforma invoice.

➤ **Membership Officer**

Constitution: The Membership Officer will maintain accurate records, respond to membership enquiries and provide membership reports to Council. The Membership Officer will maintain and distribute membership forms, information brochures, welcome packs, and support welcome activities for new members.

Responsibilities:

- Responds to queries from the public and members about all aspects of membership with the Society.
- Supports and attends meetings and events by welcoming members and visitors, and by providing information about the Society.
- Assists members with access to the member-zone of the Society's website.
- Provides reports to Council about membership numbers and trends.
- Maintains the membership-database and the membership-analysis spreadsheet.
- Sends welcome-emails to new members, and renewal-emails to existing members.
- Maintains the membership records in MailChimp (used for sending emails to all members).
- Maintains the membership application forms – for new and renewing members.
- Notifies members of their annual date of renewal for their membership and sends reminder messages as appropriate.
- As required, provides member details to those authorised members of Council, and office holders of the Society.



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➤ **Digital Services Officer**

Constitution: The Digital Services Officer will be responsible for the operation and management of the Society's digital services and assets.

Responsibilities:

- Set IT objectives and IT strategies for the Society.
- Select and implement suitable technology to streamline Society operations and help optimise their strategic benefits.
- Design and customise technological systems and platforms to improve Member experience.
- Plan the implementation of new systems within the Society.
- Approve purchases of technological equipment and software and establish partnerships with IT providers.
- Oversee the technological infrastructure (networks and computer systems) in the Society to ensure optimal performance.
- Direct and organize IT-related projects.
- Monitor changes or advancements in technology to discover ways the Society can take advantage.
- Analyse the costs, value, and risks of information technology to advise Council and suggest actions.