

POSITION DESCRIPTION

President

SCHOOL BUSINESS MANAGERS' ASSOCIATION QLD INC

The role of the president will be fully funded by the School Business Managers' Association Qld. As a result there are requirements of the role to ensure that the position is viable to the association.

The position will be reviewed by the management committee to ensure financial commitments are achieved on a quarterly basis. The position of president is required to report to the management committee at each management committee meeting and during the term via email or teleconference if required. If deemed by the management committee that the position is no longer viable the MOU with the department will be terminated by notifying the department in writing.

Role of the President:

- Gather feedback from members in regards to training for school support staff at the beginning of each year to determine needs. This can be done more regularly if required.
- Consult with departmental staff and private facilitators on meeting the needs of training requirements and facilitation of workshops.
- Develop a training plan on a semester by semester basis in conjunction with the executive based on the feedback provided by members and discussions with departmental staff and facilitators.
- Present to the management committee the training plan for review. All figures will include estimates and or actual costs and included in the costing will be all outgoing costs including flights, accommodation, catering, venue hire and any other miscellaneous costs associated with the training and other professional development.
- Once the training plan has been approved, the president is to organise all aspects of the training as per the training plan, including venue and catering, flights and accommodation for facilitators, handouts if required.
- The president will manage the registrations and present a spreadsheet to the treasurer for reconciliation of accounts.



- The president is required to attend workshops and facilitate including announcing speakers and presenting workshop sessions when required.
- There is an expectation the president will be actively travelling across the state for approximately 14 weeks of the year. This is a requirement of the position.
- Review sponsorship prospectus on an annual basis with input from the management committee and adjust accordingly.
- Actively source sponsorship on a regular basis and report sponsorship to the management committee.
- Actively encourage members to join the association.
- Organise welcome packs for members each year. A welcome letter will be written on the association's behalf.
- Develop and distribute the quarterly newsletter "Take the Lead". Including liaising with various areas of the department to contribute to the newsletter.
- Promote advertising opportunities in the newsletter to suppliers and include any sponsors requirements in the newsletter.
- Hold and chair quarterly teleconferences with Branch Presidents
- Engage with various stakeholders on a regular basis, including quarterly meetings with Deputy Director General, OneSchool and Principals Associations
- Attend all meetings with departmental staff as required or delegate to relevant members
- Organise relevant speakers to attend quarterly teleconferences
- Chair all general meetings
- Lead conference organisation biennially by appointing a conference committee with consultation with the management committee.
- Actively play a role in the organisation of the biennial state conference.



- Organise Leadership Forums in the alternate conference year. Including source speakers, organise sponsors, venue and catering. Develop conference program for distribution.
- Engage with AAGSA on a quarterly basis, attending all meetings as required and provide a written report for the AAGSA newsletter.
- Organise and chair all management committee meetings including the 2 day planning sessions and the final meeting of the year with all branch presidents.
- Actively seek feedback from management committee and/or members regarding policy and guidelines provided by DETE for feedback.
- Gather feedback and provide a written response to policy feedback required.

Conditions of Employment

- The position of president will be paid at AO6 level as determined by the department
- When required to travel, meals will be provided and reimbursed by the association. A meal allowance will not be included.
- Timesheets will be completed and submitted to the management committee for approval.
- It is a requirement of the position to limit recreation leave and long service leave to school vacation periods.
- It is a requirement of the position to attend various meetings with the department and to attend workshops and branch meetings when required. It is expected that the president will use their own car and will not be paid kilometric allowance to attend these events. In the case of large distances to travel, petrol costs will be reimbursed by SBMAQ. This will be determined by the executive.

