



Australian Citizen Science Association - Queensland Chapter

Committee Position Descriptions

April 2020

This document outlines the key roles and responsibilities of ACSA-QLD Chapter Management Committee office bearers. These descriptions may be updated over time due to work loads and Queensland Chapter requirements.

Composition of Committee

The committee consists of the following positions:

- Chair
- Vice Chair
- Secretary and Treasurer (combined role)
- General Committee Members (x4)

The tenure for the Management Committee members will be for two years.

Chair

- Lead the development of Queensland Chapter strategic objectives and goals in conjunction with Chapter Committee members
- Chair Chapter Committee meetings to ensure that sufficient time is allowed for discussion of agenda items, committee members are given the opportunity to discuss their points of view, and proper decision making takes place.
- Chair Chapter Meetings (currently quarterly) to ensure that enough time is provided for agenda items.
- Ensure via the Secretary, proper notice of Committee meetings and Chapter meetings, including preparation and circulation of the agenda and minutes.
- Attend monthly meetings of the national ACSA Management Committee (currently 1.5 hours via phone/video link up on Wednesdays) to represent Queensland Chapter.
- Be available to attend (or delegate attendance) and represent the views of the Chapter at other meetings, workshops and events that will benefit Queensland citizen science.
- Ensure Chapter activities align and contribute to ACSA's National Strategic Plan milestones, including documentation and evaluation where required
- Ensure delivery of an annual report to the National ACSA Management Committee detailing activities and performance against ACSA and Queensland Chapter objectives.
- Continue working relationship with the Office of the Queensland Chief Scientist.
- Liaise and support with ACSA Conference 2020 working committee.
- Work with the chapter to promote Victorian citizen science activities to the public.
- Assist in planning and running Chapter events and activities as required.

Vice Chair

- Support the Chair as required, including delegation of any Chair responsibilities.
- When Chair is unavailable, represent Chapter at national ACSA Management Committee meetings (monthly).
- Assist in strategic development of the Chapter.
- Assist in planning and running Chapter activities.
- Work with the chapter to promote Victorian citizen science activities to the public.
- Proactively look for partnerships between the chapter and other organisations.
- Coordinate an annual report to the National ACSA Management Committee detailing activities and performance against ACSA National and Queensland Chapter objectives.
- Assist in planning and running Chapter events and activities as required.

Secretary

- Ensure, with the Chair or Acting Chair, proper notice of Committee and chapter meetings and administration (minutes, resolutions, attendance, copies of papers) associated with the meeting's undertaking.
- Preparation (in consultation with the Committee) and circulation of the agenda and documentation related to Committee and Chapter meetings.
- Develop and maintain Chapter mailing list and liaise with general committee members to assist with communication channel activities when required.
- Work with the chapter to promote Victorian citizen science activities to the public.
- Assist in planning and running Chapter events and activities as required.
- Liaise with National ACSA Social Media Moderation coordinator to ensure alignment and identify collaborative and cross-promotional opportunities

General Committee member (4 positions)

- Liaise with National ACSA Social Media Moderation coordinator to ensure alignment and identify collaborative and cross-promotional opportunities.
- Provide or coordinate photo coverage of Chapter events and activities.
- Work with the chapter to promote Victorian citizen science activities to the public.
- Provide point-of-call for enquires about the Chapter or Queensland-based citizen science and provide a response, liaising with the wider Committee where required.
- Proactively look for partnerships between the chapter and other organisations.
- Assist in planning and running Chapter events and activities as required.
- Attend, collaborate and contribute ideas at Committee meetings.
- Provide support and encourage member participation during all Chapter events and activities.
- Promotion of ACSA and Chapter throughout own networks.
- Assist with communication content and ideas.