

QSITE  
P.O. Box 8 Red Hill Qld 4059  
ABN 79 302 323 186  
E-mail: office@qsite.edu.au  
Website: www.qsite.edu.au



## QSITE Board Nomination Form 2023

Any financial member of the Association (both institutional and individual) can nominate members to serve on the QSITE Board in any of the following positions:

President, Vice President, Secretary, Treasurer, General Member.

### The nominee must:

1. hold **personal** membership of the Association
2. be a financial member, and
3. agree to serve the Association in accordance with the Rules of Association – see Roles and Responsibilities on page two.

The nomination must be lodged with the QSITE secretary at least **seven days** before the Annual General Meeting at which the election is to take place. Nominations will be taken from the floor only if there are insufficient nominations to fill positions. Email completed nomination to [secretary@qsite.edu.au](mailto:secretary@qsite.edu.au) 7 days prior to the date of the AGM.

I, \_\_\_\_\_ (QSITE member ID) \_\_\_\_\_  
(Proposer's name)

nominate \_\_\_\_\_ (QSITE member ID) \_\_\_\_\_  
(Nominee's Name)

for the position of \_\_\_\_\_  
Note that all **General Members are expected to nominate one or more ways in which they will contribute.**  
(Refer to page 2 of this document.)

Seconded by \_\_\_\_\_ (QSITE member ID) \_\_\_\_\_  
(Secunder's Name)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of proposer \_\_\_\_\_ Signature of secunder \_\_\_\_\_

I accept this nomination \_\_\_\_\_ (signature of nominee)

## Roles and Responsibilities

### President

- Provide professional leadership and establish a clear vision for the society.
- Proactively identify and act upon opportunities for the growth and improvement of the society.
- Monitor the performance of the society in fulfilling its goals and meeting its objectives.
- Effectively manage the resources of the society.
- Delegate responsibilities for society activities and projects.
- Ensure the services that the society provides to its members are of the highest quality.
- Interact with other elected society officials to form an effective management team.
- Conduct regular meetings of the society's management committee.
- Act as an advocate for society members in a variety of forums.
- Liaise with a broad cross-section of the education community, the IT industry and other professional organisations in order to establish and maintain effective network networks of communication.

### Vice President

- Take presidential responsibility in the absence of the president.
- Assist president in presidential duties at his/her direction.
- To offer support to new members of the management committee.
- To support the Executive Officer of the organisation.
- Organise and Chair the AGM in co-operation with management committee.
- To support subcommittees, conference committees and special groups on the conduct of their projects.

### Secretary

- To be responsible for written correspondence
  - \* directed towards QSITE
  - \* directed from QSITE
- To record the minutes of monthly QSITE management committee meetings.
- To record the minutes of the AGM and any special QSITE management meetings.
- To distribute to management committee the agenda and minutes of monthly QSITE management committee meetings.
- To provide the Executive Officer with materials and resources which should be stored for QSITE records.
- Ensure Annual Office of Fair Trading return and Financial Report is submitted within 1 month of the AGM being held.

### Treasurer

- Working closely with the Executive Officer to meet regulatory requirements.
- Liaise with Executive Officer regarding the financial operations and transactions on behalf of the organisation.
- Present a financial report to each management meeting.
- Present financial reports of special projects to management committee and the projects' committees.
- Present the Audited Financial Report to an AGM.
- Contribute to the vision and goals of QSITE
- Attend and actively participate in board meetings

**General Members** are expected to contribute through other specific roles related to their position on the committee and are asked to nominate their preferred area for contribution.

Examples include:

- QUICK Committee
- Awards Committee
- ISTE Representative / JCQTA Representative
- Professional Learning
- Social Media
- Marketing and Communications
- Conference Committee

### Board members

All Members of the QSITE Management Committee have the following general duties.

- To promote the functions and services that QSITE provides to its members.
- To assist with the management of QSITE.
- To provide guidance and advice with members' needs as required.
- To assist with special projects, conferences and events undertaken by QSITE.
- To attend management committee meetings.
- To present a report on duties and projects undertaken as part of management duties undertaken.
- To attend and actively participate in board meetings.

**All Board Members** are requested to attend monthly board meetings via web conferencing and biannual face-to-face extended Board meetings.