



**Queensland Education Science Technicians Inc.**  
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## 2018-2019 QEST REPRESENTATIVE NOMINATION FORM

NOMINEE'S NAME (PLEASE PRINT)			
SIGNATURE (indicating Nominee's willingness to accept position)			
I am a financial member of QEST for the 2017-2018 QEST financial year		Yes	No <i>If no, you are not eligible to nominate for a QEST representative position</i>
Phone (Mobile)			
Fax			
Email			
School Name			
Nominated by (Name): <input type="checkbox"/> Self nominated		School Name:	
Signature of Nominator (indicating Nominator is a current financial member of QEST):			
Secunder's Name:		School Name:	
Signature of Secunder (indicating Secunder is a current financial member of QEST):			
QEST Committee Position / Representative Role – Please indicate which position/s you wish to nominate the above member for Note: Executive positions are in bold.			
	<b>President</b>		<b>Vice President</b>
	<b>Secretary – Minutes</b>		<b>Treasurer</b>
	Secretary – Correspondence		Assistant Treasurer
	Membership Coordinator		Web Master
	LabLINK Editor		LabLINK Subcommittee Member
	ConQEST Coordinator		ConQEST Subcommittee Member
	Webinar Coordinator		Webinar Assistant
	General Committee Member		Webinar Subcommittee Member
	Regional Coordinator		Region Representative
	SETA representative		

**Rules for nomination**

1. All nominees must be **current financial members of QEST**.
2. The nominee may nominate themselves.
3. All nominations must have the consent of the nominee.
4. Nominations may be submitted to the current Secretary via email QEST Inc ([qest@qest.org.au](mailto:qest@qest.org.au)) or mail (see LabLINK for contact details) or in person.
5. Nominations must be received by the Secretary no later than 14 days prior to the AGM
6. Should there be an insufficient number of candidates nominated prior to the due date, nominations will then be called from the floor of the AGM. These nominations may be verbal or in writing.

Please **PRINT**, fill relevant fields, **SIGN**, scan and return form to the Secretary, QEST email [qest@qest.org.au](mailto:qest@qest.org.au)

## **QEST Committee & Representative Role Descriptions**

Being a member of the management team of QEST is your opportunity to make a significant contribution to the ongoing success of this association. Your involvement not only gives you a voice in decisions of the association, but will bring you many benefits in terms of connection with your peers.

### **President**

Responsibilities include:

- Chair QEST meetings;
- Ensure the association's rules and protocols are adhered to;
- Preside over the general management and affairs of QEST including the property and funds of the organisation in conjunction with the management committee;
- Liaise on behalf of QEST with other organisations and individuals;
- Signatory for QEST bank accounts;
- Encourage delegation of responsibilities to committee members within their personal abilities;
- Oversee the organisation of ConQEST;
- Master of Ceremonies at ConQEST.

### **Vice President**

Responsibilities include:

- Manage the organisation in the President's absence;
- Assist the President where necessary.

*The position of Secretary may be filled by one member or split into two Secretary duties – Minutes and Correspondence. This is at the discretion of the executive committee based on the membership interest and workload.*

### **Secretary – Minutes**

Responsibilities include:

- Convene meetings;
- Circulate agenda and relevant documentation with meeting notice;
- Ensure all meetings are effectively minuted and records maintained;
- Circulate minutes to committee members for approval;
- Maintain record of motions;
- Signatory for QEST bank accounts;
- Authorise bank transactions, co-sign cheques and other legal documents with President or Treasurer

### **Secretary – Correspondence**

Responsibilities include:

- Maintain record of correspondence, including QEST email;
- Forward QEST emails to relevant committee members (this is a shared responsibility as more than one committee position requires access to the QEST email) and file logically;
- Coordinate or delegate the correspondence of information to the membership via Mail chimp, including distribution of LabLINK;
- May be delegated authorisation to authorise bank transactions, co-sign cheques and other legal documents with President, Secretary or Treasurer

### **Treasurer**

Responsibilities include:

- Reconcile monthly bank statements into QuickBooks and maintain the QuickBooks program as required. Provide profit / loss statements at each Management Committee Meeting;
- Reconcile and arrange payment of all expenditure for QEST, including items relating to CONQUEST attendance, purchase of QEST merchandise, materials for conference workshops;
- Signatory for QEST bank accounts; Holder of QEST credit card;
- Assist the Management Committee and its subcommittees in setting annual budgets;
- Manage Eventbrite conference registration;
- Invoice all membership applications;
- Prepare all information required for the yearly Audit of QEST;
- Maintain and collect mail from the QEST PO Box. Forward membership application details to the Membership Coordinator;
- Check QEST emails for relevant correspondence related to the position.

## **Assistant Treasurer**

This position is designed to assist with the change-over of position holders and is an optional position at the discretion of the executive committee. Responsibilities include:

- Assist the Treasurer in their duties where necessary, including the management of membership renewal payments and Eventbrite conference registration;
- May be delegated authorisation to authorise bank transactions, co-sign cheques and other legal documents with President, Secretary or Treasurer.

## **Membership Coordinator**

Responsibilities include:

- Collate membership forms received;
- Provide the Secretary with a list of new membership applications received prior to each Management committee meeting;
- Keep an up-to-date excel worksheet with all member names, school and contact details as per the association rules;
- Maintain membership list on QEST gmail account for emailing information to members;
- Provide a report of membership numbers, upon requested by the Management committee, including for SETA membership and the QEST AGM.

## **Web Master**

QEST uses Word Press to facilitate online communication with members. A four page manual is provided to assist the web master in their duties which include:

- Administer and maintain QEST Website in consultation with the Management committee;
- Post correspondence to members and general public;
- Maintain pages with up to date information including links to new media;
- Ensure correct securities and member access;
- Issue logins to new members, after ratification at each Management Committee meeting.

## **LabLINK**

*Currently quarterly newsletters are issued each term in February, May, August and November. Material for inclusion is sourced collaboratively by the LabLINK subcommittee members and then compiled by the editor. Articles may be sourced from the members, LABBIES discussion list, internet sources, other organisations, or written as required. LabLINK is also used as a method for QEST Committees to disseminate information to members.*

*LabLINK is emailed directly to members via the Membership Coordinator, and placed on the QEST website via the Web Master. All suggestions and submissions are welcomed.*

## **LabLINK Editor**

Responsibilities include:

- Collating relevant articles for publication;
- Ensure proper permissions have been obtained for all articles & images submitted for publication;
- Writing editorial;
- Emailing draft LabLINK to Management Committee Members 1 week prior to release, for proofing and approval prior to releasing to members via the Secretary (or the Secretary's delegate);
- Maintaining correct contact details published in LabLINK;
- Maintain advertising agreements from suppliers to be printed in LABLINK.

## **LabLINK Subcommittee Members**

Responsibilities include:

- Networking with members to identify membership needs, current challenges or items of interest;
- Sourcing and / or writing relevant articles for publication;
- Seeking proper permissions for articles and images submitted for publication;
- Assisting the Editor in their role.

## **ConQEST**

*A committee was formed to better organise and delegate jobs for QESTs annual professional development for members, and ease the load of the Management committee members so as their focus may be on the effective administration of QEST.*

*Although the Coordinator is responsible for organising all conference details, the coordinator is encouraged to delegate duties to committee members, taking into account their personal abilities, strengths, location, contacts and workload. Committee members are encouraged to put forward their ideas and interests in order to provide the membership with a balanced and relevant conference.*

## **ConQEST Coordinator**

Responsibilities include:

- Coordinate the organisation of ConQEST and report to the Management Committee;
- Delegate tasks related to ConQEST to Subcommittee members;
- Ensure records are kept of time lines, delegation of duties, document templates, discussions and decisions;
- Liaise with the Treasurer to set budget and ticket pricing for approval by the Management Committee;
- Develop program for approval by Management Committee by April's meeting;
- Ensure timely advertising of the conference and related bursaries via LabLINK and Website;
- Ensure that the program and registration details are uploaded to the website via the Webmaster.

## **ConQEST Subcommittee Members**

Responsibilities include:

- Assist the coordinator in the organisation of ConQEST;
- Volunteer for tasks as identified and required by the Coordinator;
- Participate in researching and brainstorming ideas for keynotes, workshops and seminar sessions based on the current needs of the membership;
- Actively seek keynote speakers and session presenters as directed by the Coordinator;
- Liaise with suppliers for Trade Displays as directed by the Coordinator.

## **Webinar Coordinator**

Responsibilities include:

- Liaise with suppliers and members to develop webinars;
- Upload documents for webinars and maintain QEST webinar account;
- Advertise upcoming webinars to members;
- Facilitate online discussions.

## **Webinar Assistant**

Responsibilities include:

- Assist webinar coordinator with duties.

## **Webinar Subcommittee Members**

Responsibilities include:

- Networking with members to identify membership needs, current challenges or items of interest;
- Sourcing relevant videos and experts on identified topics of interest;
- Assisting the Webinar Coordinator and Assistant with advertising, moderating, and other tasks as identified.

## **Regional Co-Ordinator**

Responsibilities include:

- Help to establish permanent regional hubs that support members;
- Liaise between hubs and QEST Committee to organise support and funding for activities organised by regional representatives.

## **Region Representatives**

Responsibilities include:

- Act as the organiser for regional activities (professional development);
- Liaises with regional co-ordinator.

## **General Committee Members**

Responsibilities include:

- Are encouraged to actively engage in meetings and provide feedback to the Management Committee regarding ideas to achieve QEST's goals;
- Are actively delegated responsibilities by the management, within their personal abilities;
- Assist with the organisation of membership services such as LabLINK, Webinars and ConQEST.

## **SETA Representative**

Responsibilities include:

- Represent QEST at SETA teleconferences;
- Represent QEST at SETA AGM, held at CONASTA;
- Actively participate in maintaining and improving the National support network for school laboratory technicians.