



QEST Committee & Representative Role Descriptions 2021-2022

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 gives you a voice in decisions of the association and brings you many benefits in personal growth and connection with your peers.

*The **QEST executive members** are those persons holding the positions of President, Vice President, Secretary and Treasurer. Each executive committee may decide how best to divide the responsibilities. General responsibilities are as follows.*

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.

Secretary

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;
- Maintain record of correspondence, including QEST email;
- Forward QEST emails to relevant committee members, file relevant emails and save relevant files to google drive;
- Coordinate or delegate the correspondence of information to the membership via Mail chimp, including updating membership audience lists, and distribution of LabLINK;
- Signatory for QEST bank accounts and other legal documents with President or Treasurer
- Submit annual registration to Office of Fair Trade

Treasurer

Responsibilities include:

- Assist the Management Committee and its subcommittees in setting annual budgets;
- Invoice all membership applications, sponsorships and conference delegates;
- Arrange timely payments of accounts, bursaries and conference requirements, and reconcile all expenditure for QEST;
- Reconcile monthly bank statements and maintain the accounting program.
- Provide monthly reconciliations with profit / loss statements at each Management Committee Meeting;
- Organise annual audit of QEST at end of each QEST financial year in time for the AGM;
- Signatory for QEST bank accounts; Holder of QEST credit card.

NOTE: a bookkeeper may be employed at the discretion of the Management committee to assist the treasurer in their duties.

The following positions are crucial to the Management of QEST and its services to members.

Membership Coordinator

Responsibilities include:

- Download membership applications received from the online portal;
- 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 (and Mailchimp) 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;
- Resolve membership issues.

Web Master

Responsibilities 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;
- Resolve website issues within the scope of their skills and in consultation with QEST's nominated service provider.

LabLINK

Currently quarterly newsletters are issued each term. Material for inclusion is sourced collaboratively by the LabLINK subcommittee members and then compiled by the editor. Articles may be sourced from the members, SCIENCE TECHNICIANS 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 Secretary (or delegated person), and placed on the QEST website via the Web Master. All suggestions and submissions are welcome.

LabLINK Editor

Responsibilities include:

- Collate relevant articles for publication;
- Ensure proper copyright permissions have been obtained for all articles & images submitted for publication;
- Write editorial;
- Email 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);
- Maintain correct contact details published in LabLINK;
- Maintain advertising agreements from suppliers to be printed in LabLINK.

LabLINK Subcommittee Members

Responsibilities include:

- Network with members to identify membership needs, current challenges or items of interest;
- Source and / or write relevant articles for publication;
- Seek proper copyright permissions for articles and images submitted for publication;
- Assist the Editor in their role.

ConQEST

This committee was formed to 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 end of Term 1;
- Coordinate ticketing of the event;
- 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 sponsorship, keynote speakers and session presenters as directed by the Coordinator;
- Liaise with suppliers for Trade Displays as directed by the Coordinator.

Note: Specific persons may be nominate for the coordination of Workshops and the Tradehall.

The following positions are crucial to QEST's communication with members and national peers.

Social Media Administrator

Responsibilities include:

- Maintain QEST social media accounts (Facebook, Instagram, Twitter);
- Repost in line with copyright laws;
- Post original content relevant to our industry and member needs;
- Promote events and the role of Education Science Technicians through posting PR campaigns at prime times.

YouTube Administrator

Responsibilities include:

- Maintain YouTube account and privacy settings;
- Assist Management Committee in identify training needs and seeking appropriate training videos from peers;
- Upload videos according to producer's privacy requests and forward links to the QEST committee for publication.

Regional Coordinator

Responsibilities include:

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

Region Representatives

Responsibilities include:

- Act as the organiser for regional activities and professional development;
- Liaise with regional coordinator.

SETA Representatives

Responsibilities include:

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

Volunteers are always welcome to assist with current or new projects. Many hands make light work. General Committee members have a vital role in the future direction of QEST.

General Committee Members

Responsibilities include:

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