



POSITION DESCRIPTIONS: EXECUTIVE COMMITTEE

The AWGSA Executive Committee is the Association’s decision-making body. Its primary role is to ensure the successful operation of the Association in meeting its aims and objectives.

- To promote the teaching, study, and research of women’s and gender studies in Australia.
- To be a national voice on women’s and gender studies issues.
- To promote links with other international feminist organisations and associations.

THE EXECUTIVE COMMITTEE CONSISTS OF:

POSITION	KEY RESPONSIBILITIES
<i>President</i>	<ul style="list-style-type: none"> • Overseeing the effective operation of AWGSA • Convening Executive meetings • Developing and implementing policies as deemed necessary by the Executive Committee • Facilitating the conduct of Bi-annual AWGSA Conference • Managing resources to ensure financial accountability and viability of the Association with the support of the Treasurer • Represent AWGSA in relevant media and public fora
<i>Vice President</i>	<ul style="list-style-type: none"> • Supporting the President in running AWGSA • Overseeing the effective management of the AWGSA website; • Running the AWGSA thesis prize programs with the Secretary • Liaise with Treasurer regarding grants and prizes
<i>Secretary</i>	<ul style="list-style-type: none"> • General administration of the Executive Committee and the Association, supporting President in holding meetings, undertaking minute and record keeping. • Producing accurate records of organizational activities including grant applications and prizes • Running the AWGSA thesis prize programs with the Vice President

<i>Treasurer</i>	<ul style="list-style-type: none"> • Managing the financial operations of AWGSA • Maintaining and managing a viable membership list • Ensuring key financial responsibilities are discharged and reported to the Executive Committee
<i>Immediate Past President</i>	<ul style="list-style-type: none"> • Support the President and the Executive Committee in the effective management of AWGSA
<i>Social Media Managers</i>	<ul style="list-style-type: none"> • Develop and implement a social media strategy in consultation with the Executive Committee • Manage AWGSA presence in social networking sites (e.g. Twitter, Facebook) • Curate relevant content to engage with and expand AWGSA community • Oversee design of social media sites (e.g. Facebook timeline cover, profile picture, etc.). • With support of the Executive Committee, review performance of AWGSA social media for ongoing development
<i>Executive Members</i>	<ul style="list-style-type: none"> • Executive members must be members of AWGSA • Executive members will support the objectives of the Organisation and the AWGSA Executive, attending no less than 4 meetings per year [States will be represented through the Executive members]; • One General Executive Member will be a Postgraduate Representative, appointed to represent the interests of graduate students (and support postgraduate events); • One General Executive Member will be an ECR Representative (within 5 years of completion of PhD), appointed to represent the interests of ECRs
<i>Listserve manager</i>	<ul style="list-style-type: none"> • Maintain the AWGSA listserve

The term of the EC members is two years and commences at the AGM at each AWGSA Biennial Conference. A general call for nominations will be made at the AGM and an election will be held if required.