



Developmental Educators Australia Incorporated

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www.deai.com.au



DEAI Committee Member Roles

Chair Person – 1 year term

The role of DEAI Chair is to provide governance, leadership and direction to the Committee and the membership of the DEAI, and to oversee the organisation and efficient administration. The Chair is responsible for ensuring that the Committee fulfils its responsibilities for the governance of the DEAI and that short term and long term objectives set are achieved successfully. The Chair also works to optimise the relationship between the Committee's members, and engages in liaison with key stakeholders such as the Head of Disability and Community Inclusion, Flinders University, other universities, the NDIA, and the wider disability sector. The Chair is generally the spokesperson for the DEAI and works to maintain key relationships within and outside of the DEAI, both verbally and in writing.

Other roles may include:

- Representing the DEAI at events and functions (both nationally and internationally).
- Overseeing governance and DEAI activities, and supporting Committee members to fulfil their roles
- Liaising and meeting with Universities and agencies in the disability, education, and human services sector
- Responding to emails to contact@deai.com.au in a timely manner
- Maintaining the DEAI membership distribution list
- Corresponding with members of the DEAI
- Maintaining and updating the DEAI website with information, resources and posts
- Maintaining and updating the DEAI Facebook page with new posts
- Organising professional development and social functions, and liaising with speakers; booking venues.
- The Chairperson acts as Convenor at all DEAI Executive Committee Meetings, Annual General Meetings and/or other general or special meetings called by DEAI.

Time Commitment Required

The role of Chair requires attending monthly DEAI Committee meetings; an estimated commitment of 2 hours per month. Additional time may involve approximately 20-25 hours per week (the DEAI is open to restructuring the time commitment of the Chair if tasks can be delegated). Based on the current time commitment, the Chair receives an honorarium of \$200 per week for attending to DEAI business.

Deputy Chair – 1 year term

The role of DEAI Deputy Chair is to support the DEAI Chair with the governance, leadership and direction of the Committee and the membership of the DEAI, and to oversee the organisation and efficient administration of the DEAI. The Deputy Chair acts for the Chair in the Chair's absence.

Time Commitment Required

The role of Deputy Chair requires attending monthly DEAI Committee meetings; an estimated commitment of 2 hours per month. There may be additional time to attend to activities and tasks that are delegated by the Chair, which may involve approximately 2-3 hours per week.

Secretary – 1 year term

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee and the business of the DEAI, and to act as an information and reference point for the Chair and other committee members.

The responsibilities of the Secretary include:

- Liaising with the Chair to plan meetings
- Preparing the agendas
- Receiving agenda items from committee members
- Circulating agendas and minutes
- Taking minutes
- Processing of any correspondence in conjunction with the with Chair, and Treasurer
- Corresponding with DEAI Committee members
- Checking quorum is present at meetings
- Circulating agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.

Time Commitment Required

The role of Secretary requires attending monthly DEAI meetings; an estimated commitment of 2 hours per month. Plus additional time to prepare agenda, process any correspondence, complete and circulate minutes of meetings, at an additional time commitment (approx. 2-4 hours per month).

Treasurer and Membership Secretary (combined) – 1 year term

Treasurer

The Treasurer is responsible for the financial transactions and supervision of the DEAI to allow the Committee to provide good governance of the DEAI. The Treasurer is the chief financial management officer whose tasks include attending to all financial transactions, the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure.

Time Commitment Required

The role of Treasurer requires attending monthly DEAI meetings; an estimated commitment of 2 hours per month. Plus additional time of 3 hours per week to manage and process accounts, and other activities.

Membership Secretary

The DEAI membership secretary is responsible for receiving all membership applications and for the processing, filing, and record management of all memberships.

The responsibilities of the Membership Secretary include:

- Liaising with the Treasurer and Chair to process membership applications.
- Communicating with members and responds to queries.
- Maintaining the membership data base and files
- Treating membership information with confidentiality
- Preparing membership information / letters.
- Sending reminders to members for annual renewals.
- Supporting DEAI events to promote the membership

Time Commitment Required

The role of membership secretary requires attending monthly DEAI meetings; an estimated commitment of 2 hours per month. Additional time involves processing memberships, maintaining data base and files, corresponding with members, and other admin tasks relating to membership. This involve an extra estimated time of 8 to 10 hours per month. The Membership Secretary receives an honorarium for membership processing at \$12 per membership application/renewal.

Public Officer - 1 year term

The Public Officer is appointed by the Committee (at the first meeting each term) and is not elected by the members of an incorporated association. Generally this person needs to be a resident of the state and over the age of 18. In short, the Public Officer provides the liaison between the organisation and Consumer Affairs.

Time Commitment Required

The role of the public officer requires attending monthly DEAI meetings; an estimated commitment of 2 hours per month. Plus, additional time as needed.

Committee (including Student) Member – 2 year term

The Committee is responsible for managing the DEAI on behalf of the members.

The responsibilities of a Committee member include:

- Planning, arranging, supporting and attending professional development and social DEAI events
- Supporting the development of policies and procedures.
- Participating on DEAI sub committees and actively supporting other activities and tasks undertaken by the DEAI
- Carrying out recommendations of members.
- Representing the DEAI where relevant.
- Developing and managing external relationships.
- Making decisions that are in the best interest of the DEAI and not for individual gain.

Time Commitment Required

The role of a committee member requires attending monthly DEAI meetings; an estimated commitment of 2 hours per month. Plus additional time to assist with events and activities as needed, and to support the other members of the committee.