

# Executive Officer

**29 March 2019**

## **Statement of Key Responsibilities and Duties:**

1. Contribute to the planning, policy and decision-making processes, and support the promotion, of the Association by:
  - Providing support to Council in line with the Constitution in achieving the current aims of the AASE Strategic Planning areas as specified by the executive.
  - Providing administrative services to the National President, Executive and Chapter committees
  - Supporting the National Conference as requested, including the provision of administrative support for the AASE research award
  - Coordinating web site content through an agreed set of protocols
  - Liaising with the media as required in consultation with National President
  - Liaising with editors of AASE's publication, Australasian Journal of Special and Inclusive Education (AJSIE)
  - Supporting councillors in liaising with agencies, professional associations and education systems
  - Supporting the Executive to establish and maintain communication with key Federal education bodies to ascertain current projects and committees and to facilitate AASE participation

## **Executive Officer skills and attributes**

- Knowledge of and experience in special and inclusive education is desirable
- Promote a positive image of AASE in line with its Strategic Plan and policies and actively establish a positive reputation in the sector
- Oversee the management of relationships and communications with all stakeholders
- Maintain strong strategic relationships with the executive, National councillors and the secretariat
- High level of communications skills across a broad level of individuals & organisations

## **Conditions**

- Is a current financial member of AASE
- Has an ABN or is willing to attain one.
- Be able to provide a detailed invoice of work carried out each month

This role is not anticipated to exceed an average of ½ day per week. Times may vary based on operational need and as approved by executive.

The hourly rate for 2019 is \$70 per hour to be reviewed annually.

Interstate travel is required to attend National meetings as negotiated with AASE Executive.

This position will be reviewed every 2 years with a possible extension.