

***JOB DESCRIPTIONS***  
***For Management Committee***  
***Officer Bearers and Ex-officio***  
***Members***

**Infection Control Practitioners**  
**Association of Queensland**  
**Reviewed May 2007**

## MANAGEMENT COMMITTEE MEMBERS

The *Associations Incorporation Act 1981* and *Association Incorporation Regulation 1999* specifies that all members of the Management Committee must be 18 years or older and all committee members must also be members of the Association.

While the Act specifically requires that the Secretary be a resident of Queensland, there is no such requirement that other committee members reside in Queensland. As the legislation is designed as a means of incorporation for bodies in Queensland, it is appropriate that all or at least a majority of the committee members live in Queensland.

A person is ineligible for election to the Management Committee if they have been convicted, imprisoned or are bankrupt.

The Act specifies that the Management Committee must be elected at the Annual General Meeting and in accordance with the Association's rules.

At the conclusion of the term of any of the Management Committee members, a full and complete hand-over to the new member will occur to maintain continuity of the business of the Association.

### **Reference Documents:**

1. Department of Tourism, Fair Trading and Wine Industry Development. *Incorporated Associations Good Business Guide, April 2006*. Queensland Government: Brisbane.
2. Caxton Legal Centre Inc. *The Incorporated Associations Manual, Version 3: December 2006*. Caxton Legal Centre Inc: Brisbane.

## **PRESIDENT**

1. The President is directly responsible to the Management Committee for the administration of ICPAQ Inc.
  - 1.1 The President will plan the agenda for forthcoming meetings with Secretary.
  - 1.2 He / she will review all minutes of meetings forwarded by the Secretary prior to distribution.
  - 1.3 He / she announce Management Committee vacancies prior to the Annual General Meeting (AGM).
  - 1.4 The President presides at all meetings of the Management Committee as Chair.
  - 1.5 The President presides at all general meetings as Chair.
  - 1.6 The President maintains meeting order.
  
2. The President, as Chair of a meeting, is responsible for facilitating the business of the meeting, and must encourage efficiency from all office-bearers.
  - 2.1 The Chair is responsible for maintaining a quorum at all meetings.
  - 2.2 The Chair of a meeting must have knowledge of the rules of debate and meeting procedure and be aware of the need for conflict resolution if disputes arise.
  
3. As President he / she play a key role in the success of the Association and must act as leader.
  
4. He / she must represent the Association on public occasions, and make no statement that is contrary to the rules of the Association.
  
5. He / she must act as host at all social functions and is responsible for supervising the practical arrangements for such functions.
  
6. The President is responsible for the continuity of records of the Association.
  
7. The President must manage the Association in accordance with the Association rules, incorporation requirements, and state and national standards of practice.
  
8. The President is responsible for maintaining and updating the strategic plan for ICPAQ which is aligned with the Australian Infection Control Association's (AICA) strategic plan.
  
9. The President is responsible for overseeing the incorporation of the network groups into the ICPAQ decision process.
  
10. The President is responsible for fostering interstate links with other Infection Control Associations.
  
11. The President may represent ICPAQ on the AICA Executive Committee or appoint nominee.

12. The President shall delegate authority as required.

13. At the conclusion of his / her term of office, a full and complete hand-over to the new President will occur to maintain continuity of the business of the Association.

## **VICE PRESIDENT**

1. The role of the Vice President is to assist the President in the discharge of his / her duties.
2. The Vice President is responsible for the discharge of duties delegated by the President. In the absence of the President, the Vice-President has like powers, authority and duties.
3. The Vice President takes responsibility for maintaining and supporting the networks.
4. The Vice President may act as the AICA Executive Committee State Representative depending on the AICA position of the President.

## **AICA EXECUTIVE COMMITTEE REPRESENTATIVE**

1. The role of the ICPAQ Representative on the AICA Executive Committee is to promote and support the functions and aims of the state Association.
2. The AICA Representative must be familiar with the ICPAQ Constitution/Rules.
3. He / she must participate in all AICA teleconferences and face-to-face meetings, and if unavailable, liaise with the President to nominate a suitable proxy.
4. He / she must liaise with the ICPAQ President regarding all forms of correspondence received from AICA to determine action(s) and if necessary dissemination to the ICPAQ membership.
5. He / she must provide verbal feedback to the ICPAQ Management Committee monthly and the ICPAQ General Membership second-monthly, on issues discussed in AICA business that are relevant to the State Association.
6. He / she must provide a written report quarterly to the ICPAQ Editor for incorporation in the ICPAQ Newsletter.
7. He / she must provide written feedback to the AICA Executive Committee on behalf of the ICPAQ Management Committee.
8. He / she must present a written report to ICPAQ members at the Annual General Meeting.

## **SECRETARY**

1. The Secretary of ICPAQ Inc must be 18 years or older and reside in Queensland, or if a resident of another State, must reside within 65km from the Queensland Border.
2. The position of Secretary must not remain vacant for more than one (1) month.
3. He / she is responsible to the President and all Management Committee members.
4. He / she must keep custody of the common seal of the Association.
5. He / she must attend all meetings of the Management Committee and all General Meetings of the Association, and if unavailable liaise with the President to nominate a suitable proxy.
6. He / she is responsible for convening meetings as required by the Rules of the Incorporated Association, and issue notices of motion, if required.
7. After consultation with the President, he / she must compile an agenda for all meetings, and distribute this agenda to all financial members, giving at least seven (7) days notice of the meeting.
8. Prior to each meeting the Secretary is responsible for ensuring that a suitable venue is available, and all equipment required for the meeting is in place.
9. If a guest speaker is expected, the Secretary is responsible for collecting the necessary information for the President's introduction of the guest and arranging for someone to move a vote of thanks.
10. He / she must ensure that a copy of the Associations' Rules and all other necessary records are available for the meeting.
11. If voting is anticipated, the Secretary is responsible for arranging for all the necessary information and documentation to allow the voting to proceed.
12. During the meeting he / she is responsible for keeping a record of members present and recording apologies.
13. He / she must ascertain that a quorum is present.
14. He / she is responsible for reading the minutes and the correspondence and for accurately recording the proceedings of the meeting.
15. He / she must record the meetings decision on each item of agenda, and for noting the meetings decision on correspondence.

16. He / she must record all motions and amendments, irrespective of their fate and take notes on discussions to assist in the compiling of the minutes.
17. He / she is responsible for the subsequent distribution of such minutes to all financial members.
18. He / she must nominate a suitable post office box and clear the box regularly of correspondence.
19. He / she is responsible for writing all letters as directed by the Management Committee, and must keep a register of all correspondence inward and outward, informing the President of any correspondence which requires urgent action.
20. He / she is responsible for the documentation of all information relative to new members, copies of the Rules of the Association and all other items for which members are entitled and for maintaining a list of current financial members.
21. He / she must forward moneys and membership renewals to the Treasurer and Membership Secretary.
22. He / she must cooperate with the President, and foster good relations between the members of the Association.
23. He / she has responsibility for ensuring that the organisation meets in accordance with the rules and regulations of the Queensland Associations Incorporation Act 1981.
24. He / she must cooperate with the Outsourcing Secretary in regards to organising any mail-outs and/or the Membership Secretary in relation to electronic dissemination of information to members.
25. He /she must present a written report at the Annual General Meeting.

### **OUTSOURCING SECRETARY**

1. An Outsourcing Secretary may be appointed to assist the Secretary in managing the business of the Association including but not limited to mail-outs, membership renewals and posting of information to new members.
2. The Secretary is responsible for liaising with the Outsourcing Secretary in relation to format, content and timeframes for mail-outs.
3. The fee structure for the Outsourcing Secretary should be reviewed by the Management Committee when preparing the annual budget.

## **TREASURER**

The Treasurer is a member of the ICPAQ Management Committee and is responsible for the financial affairs of the Association using Safeguard Business Systems and Microsoft Excel.

### ***RESPONSIBILITIES***

**To be read in conjunction with the Rules of the Infection Control Practitioners Association of Queensland, in particular Article XIV – Funds and Accounts.**

1. He / she shall attend all meetings of the Management Committee and all General Meetings of the Association, and if unavailable liaise with the President to nominate a suitable proxy.
2. He / she manages the financial affairs of the Association; by keeping accurate books of the financial transactions of the Association, with records of all expenditure and receipts.
3. He / she prepares financial reports for presentation at each Management Committee meeting and General Meeting of the Association.
4. He / she reviews the financial affairs of the Association yearly and as necessary with the nominated auditor of the Association.
  - 4.1. As soon as practicable after the end of the financial year the Treasurer shall cause to be prepared a statement containing particulars of:
    - the income and expenditure for the financial year just ended (all records, receipts, bank statements); and
    - the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association
  - 4.2. The books must be audited and a financial statement to the end of the financial year be prepared prior to the Annual General meeting.
5. He / she forwards the Annual Return of Association (for the financial year ending 30 June) to the Office of Fair Trading (including any changes to address).
6. He / she prepares and presents the annual financial statement of the Association to the Annual General Meeting.
7. He / she prepares an annual budget for presentation to the Management Committee in September.
8. Expenditure by the Treasurer must have the approval of the Management Committee.
9. He / she must be a signatory to the cheque account of the Association.
10. All accounts must be paid by cheque.
  - 10.1. The cheque must be signed by two of the nominated signatories.
  - 10.2. Cheques must be crossed "not negotiable".
11. He / she keeps a record of the payments to scholarship recipients, documenting moneys paid to them and a balance of moneys still to be paid.
12. AICA Capitation Fees are due in May. Funds may need to be transferred from the Term Deposit to cover the amount. This should occur at maturity of the Term Deposit otherwise a fee and lower interest rate is incurred.
13. He / she deposits all moneys into the cheque account as soon as practicable after receipt thereof.

### ***DUTIES OF THE TREASURER AT COMMENCEMENT OF HIS / HER TERM***

1. Establish a new Commonwealth Bank branch for transactions close to home/work, if necessary.
2. Register three signatories with the appropriate branch (usually President, Secretary and Treasurer).
3. Arrange to have access to view ICPAQ bank account details on the bank website.
4. Notify change of postal address of the Association to:
  - 4.1. The Commissioner of Taxation.
  - 4.2. The Office of Fair Trading
  - 4.3. The accountant (auditor)
  - 4.4. The business insurance company.
  - 4.5. Changes must be notified within 28 days of becoming aware of the change.

### **ASSISTANT TREASURER**

1. The Membership Secretary is an ex-officio member of the ICPAQ Management Committee
2. In the absence of the Treasurer, the Assistant Treasurer must assume the role of the Treasurer, with like responsibilities and duties.
3. He / she may be a signatory to the cheque account of the Association.

## **MEMBERSHIP SECRETARY**

1. The Membership Secretary is an ex-officio member of the ICPAQ Management Committee and is responsible for the maintenance of the ICPAQ Membership Database using Microsoft Access.
2. The Membership Secretary assigns a membership number to all new members and enters their details into the Access database. A Starter Kit and information regarding ICPAQ is then sent to the new member by the Outsourcing Secretary.
3. Four (4) times per year the ICPAQ database is forwarded to the AICA Secretariat so that the Australian Infection Control (AIC) Journal may be posted by the due deadlines.
4. Prior to 30<sup>th</sup> June each year membership renewal forms are posted to all current financial members (excluding Honorary Life Members) with a reply paid envelope. The ICPAQ Outsourcing Secretary under the guidance of the ICPAQ Membership Secretary performs this task.
5. On 30<sup>th</sup> June each year the database membership valid column is cleared and all members become unfinancial (with the exception of Honorary Life Members). As membership renewal fees are received a new membership valid date is entered in the database column.
6. As membership details are updated from each renewal form the forms are then sent to the ICPAQ Outsourcing Secretary so that the ICPAQ mailing list is updated.
7. On 30<sup>th</sup> September all members that remain unfinancial are reported to the Management Committee for further discussion.

## **PUBLIC RELATIONS OFFICER**

1. The Public Relations (PR) Officer is an ex-officio member of the Management Committee.
2. The PR Officer is responsible for providing a profile for the Infection Control Practitioners Association (ICPAQ) in Queensland and elsewhere by :
  - 2.1 The establishment of an annual list of target health care facilities.
  - 2.2 The circulation of the ICPAQ information pamphlet to target health care facilities identified in item (1.1).
  - 2.3 Reviewing journals, circulars etc, regarding the potential for advertising the ICPAQ in their publication.
  - 2.4 The promotion of the ICPAQ newsletter and website, AICA journal and website.
3. He / she will bring to the attention of the Management Committee any information that may require a response from the Association e.g. media articles (printed, Internet, radio or television).
4. He / she will assist the Education Coordinator with the development and implementation of the education plan including seeking medical industry sponsorship of education sessions.
5. He / she will liaise with the Conference Convenor and assist where necessary.

## **EDUCATION COORDINATOR**

1. The Education Coordinator is an ex-officio member of the Management Committee.
2. The Education Coordinator is responsible for developing an annual education plan outlining proposed sessions, format (e.g. forum, workshop), topics, venues and speakers.
3. He / she will organise education sessions including liaising with speakers.
4. He / she will design a flyer advertising the education session and forward to the Secretary in time for distribution to members with the Association agenda and minutes.
  - 4.1. This will include liaising with the Editor to ensure relevant information is included in the ICPAQ Newsletter and/or on the ICPAQ Website.
5. The Education Coordinator will prepare an evaluation report on each education session.
6. He / she will present to the Management Committee any request for education activities from health care organisations or other Associations and assist where relevant.
7. He / she will liaise with the Conference Convenor and assist where necessary.
8. He / she will work with the Treasurer to ensure costs associated with education sessions are within limits (budget) set.
  - 8.1. This will include liaising with the Public Relations Officer to engage medical industry sponsorship where appropriate.
9. He / she will consider information that could be included on the ICPAQ website such as guest speaker's PowerPoint presentations. Relevant information will be forwarded to the Editor for inclusion on the Website.

## EDITOR

1. The ICPAQ Editor is an ex-officio member of the Management Committee and has responsibilities for the following:
2. AICA Newsletter
  - 2.1. Advise deadlines and call for contributions to the Queensland section of the AICA Newsletter. Deadlines are provided by the AICA Newsletter Editor quarterly.
  - 2.2. Submit material to the ICPAQ Management Committee for review prior to submission.
  - 2.3. Submit material to the AICA Newsletter Editor in accordance with the responsibilities in the 'Guidelines for AICA Newsletter', namely:
    - 2.3.1. Compiling a quarterly contribution from their State Association, of between 350 and 500 words, to be submitted in Times New Roman 12 point
    - 2.3.2. Submitting their newsletter contribution to the AICA newsletter editor by the due date
    - 2.3.3. Advising the AICA newsletter editor of any delays or problems with submitting contributions\*.

*\*NB: If, after negotiation of extended deadline, no contribution is received, that State's section will be left blank in the newsletter.*
3. ICPAQ Newsletter
  - 3.1. Advise deadlines and call for contributions to the ICPAQ newsletter. The ICPAQ Newsletter is distributed quarterly.
  - 3.2. Receive and review all contributions for suitability for inclusion in the ICPAQ newsletter.
  - 3.3. Edit and assemble articles in an appropriate format for distribution to all ICPAQ members.
  - 3.4. Liaise with the Outsourcing Secretary to format the newsletter using Microsoft Publisher.
  - 3.5. Submit material to the ICPAQ Management Committee for review prior to distribution.
  - 3.6. Publish the newsletter on the ICPAQ website.
4. AICA Website
  - 4.1. Ensure currency of State Association information on the AICA website.
  - 4.2. Correspond via email with AICA Secretariat regarding changes/updates to the AICA website.
5. ICPAQ Website
  - 5.1. Ensure currency of information on the ICPAQ website.
  - 5.2. Liaise with the ICPAQ webmaster regarding major changes to the website.
6. General
  - 6.1. Develop an annual calendar of events for the Association.
  - 6.2. He / she must present a written report at the Annual General Meeting.

## CONFERENCE CONVENOR

1. ICPAQ conferences will be run biennially (on the alternate year to the AICA biennial conference).
2. The President will call for nominations for the Conference Organising Subcommittee including a Conference Convenor at the conclusion of the current conference (also refer Terms of Reference – *to be developed*).
  - 2.1. The Conference Convenor will be responsible for coordinating the Subcommittee including organising a meeting schedule.
3. The Management Committee may appoint a Professional Conference Organiser (PCO) to assist coordination of the conference.
4. The Conference Convenor will select a suitable date/s that will not clash with other local Association conferences and on the alternate year to the AICA biennial conference.
5. He / she will select a suitable venue considering the following points:
  - 5.1. Must comfortably accommodate delegates and medical industry trade display booths.
  - 5.2. Seating arrangements (e.g. classroom or theatre seating arrangements).
  - 5.3. Floor hire costs.
  - 5.4. Audio-visual arrangements including costs.
  - 5.5. Parking access.
  - 5.6. Catering (food and beverages).
6. He / she will book the venue.
7. He / she will obtain trade display quotes.
8. He / she will develop the conference theme.
9. He / she will identify potential sponsorship and approach medical industry representatives.
10. He / she will identify potential key note and other speakers for program.
11. He / she is responsible for correspondence with speakers including:
  - 11.1. Initial verbal invitation followed by confirmatory letter.
  - 11.2. Speaker brief detailing date, time, venue, session program, and arrangements for presentations
  - 11.3. Copy of draft program
  - 11.4. Date for abstract submission.
  - 11.5. Request for speaker audio-visual requirements.
  - 11.6. Travel and accommodation requirements as necessary
  - 11.7. (Speaker gifts/letter of thanks).
12. He / she will contact three suitable candidates to form the Abstract Review Subcommittee.

13. He/she will organise printing and publication of:
  - 13.1. Initial advertising flyer with call for papers.
  - 13.2. Registration program with draft program detail, including topics and themes for sessions, speakers and chairpersons.
  - 13.3. Program booklet.
  
14. In Association with the PR Officer, explore available free and paid avenues for marketing the conference e.g. listing in journals.
  - 14.1. Maintain a data base for mail-out/s.
  
15. In liaison with the Treasurer:
  - 15.1. Establish a per head costing and subsequent recommended fee for registration.
  - 15.2. Set deadline for delegate registration.
  - 15.3. Arrange insurance with approval of the Management Committee.
  - 15.4. Coordinate registration desk with PCO.
  
16. He / she is responsible for on-site inspections and co-ordination of room set-up requirements, signage and audio-visual equipment.
  
17. He / she will coordinate satchel inserts etc.
  
18. He / she will choose catering menus and confirm final numbers at the time agreed with catering staff.
  
19. He / she will coordinate the conference evaluation forms and post conference evaluation report.
  
20. He / she will provide the subsequent Conference Convenor with a hand over including relevant copies of documentation.