



## STA Executive Committee

Science & Technology Australia is the nation's peak advocacy group for more than 70,000 people working in science and technology, with a 33-year history of providing a voice for STEM. Our mission is to bring together scientists, governments, industry and the broader community to advance the role, reputation and impact of science and technology in Australia.

The STA Executive Committee consists of the office bearers of the Association:

President	2 years
President Elect (even years)	1 year, followed by 2 years as President
Vice President	2 years
Secretary	2 years
Treasurer	2 years
Policy Committee Chair	2 years
1 to 2 Early Career Representatives	2 years
Ordinary Member (odd years)	1 year
Chief Executive Officer (no voting rights)	Duration of appointment

Each position is eligible for re-election, to a maximum term of four years. Committee members are elected by the entire STA membership, at the Annual General Meeting, by preferential voting through a secret ballot.

The Executive Committee is a committee of the Board, comprising financial members of STA's ordinary member organisations. It has responsibility for overseeing the operations of STA on behalf of the Board, and guiding the Board on strategy.

The Committee meets at least six times per calendar year, two of these in person. Executive Committee members are not remunerated, however, STA covers all travel and accommodation expenses associated with attending Executive Committee and Board meetings; offers free registration to all STA events; and covers all travel expenses associated with performing official duties requested by and on behalf of STA.

## Position Description: Secretary

The Secretary is responsible for:

- Acting as returning officer for STA elections
- Ensuring the Annual General Meeting is fair and compliant
- Overseeing and advising on STA Constitutional matters
- As a member of the Risk and Audit Committee, ensuring STA remains compliant with relevant legislation and regulation
- Keeping minutes of Executive and Board meetings (if staff are unavailable)
- Advising the CEO, executive committee and Board regarding all of the above

### Time commitment



Roughly three hours per fortnight, including attend around 10 – 12 meetings of the Board and Executive, attending the AGM, overseeing elections, attending STA events and advising the CEO.

**Desirable skills, experience and attributes**

- Governance or Board experience preferred
- Awareness of or willingness to learn about associations constitutions, legislation, regulations, and ACNC requirements
- Leadership experience in the STEM sector