

## STA Executive Committee

Science & Technology Australia (STA) is Australia's peak body in science and technology. We represent more than 80,000 scientists and technologists through our 84 member organisations. We have given voice to Australian STEM for 35 years.

Our mission is to advance the public good and social and community welfare, and strengthen civil society, through education, outreach and programs. We do so to advance the impact of science and technology to help solve some of humanity's greatest challenges, including saving and improving lives.

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

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

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 Executive Committee meets at least six times per calendar year, two of these in person.

Executive Committee members are not remunerated, however, STA covers modest travel and accommodation expenses associated with attending Executive Committee and Board meetings; offers free registration to all STA events; and covers modest travel expenses associated with performing official duties requested by and on behalf of STA.

### Position Description: Secretary

The Secretary:

- Exercises the general duties and responsibilities of a Board director of the Association;
- Acts as returning officer for STA elections
- Ensures the Annual General Meeting is fair and compliant with legislative and constitutional requirements
- Oversees and advises on STA Constitutional matters
- As a member of the Risk and Audit Committee, ensures STA remains compliant with relevant legislation and regulation
- Keeps minutes of Executive Committee and Board meetings (if staff are unavailable)
- Advises the CEO, Executive Committee and Board on all of the above

#### Time commitment

Roughly three hours per fortnight, including attend nine 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