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# Council Roles & Responsibilities (v2020)

## Statistical Society of Australia, Canberra Branch (SSA Canberra)<sup>1</sup>

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## Structure

The SSA Canberra Branch Council consists of 10 to 12 members. There are six named positions, plus 5 to 7 additional council members. The Executive Committee (EC) consists of the President, Vice-President, Secretary, and Treasurer. Aside from the council, there are three additional important roles in the branch: ECSSN Representative, Public Officer, and Auditor/Reviewer.

***Below outlines the primary roles and responsibilities of the positions on the council. Other roles/tasks are given to be determined with reference to the Rules of Association and/or as agreed upon by the SSA Canberra Branch Council ('the Council').***

### Acknowledgments

This document is based on the corresponding document for the SSA Vic Branch, and we acknowledge their initiative is producing such a document.

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<sup>1</sup> Considered to be the "Association", in regards to relevant legislation; hereafter, 'the Branch'.

# President

The President leads and represents the branch as its “public face”. They are well-informed of the branch's activities, and are able to provide oversight and be an “ideas-person” on these. Furthermore, they oversee the duties of other council members, stepping into the help when seen to be appropriate, and are responsible for the overall direction of the branch's activities.

## Responsibilities

### Main roles:

- Chairs the meetings of the Council;
- Leads the delegation of action items amongst the council members;
- Introduces the SSA, speakers, and chairs branch meetings;
- Acts as a spokesperson for the SSA Canberra Branch ('the Branch').

### Other responsibilities:

- Understands the Branch's Rules of Association ('the Rules'), and the duties of other council members.
- Chairs the meetings of the EC, of the Council and of other Branch committees on which they sit;
- As appropriate, invites speakers for the monthly seminar serie and potential short courses/workshops;
- Acts as a signatory for the Branch in financial matters, in line with the Rules;
- Assists the Secretary in preparation of documents relevant to the Branch and Central Council AGMs;
- If possible, attends the SSA Branch Presidents' meetings;
- Communicates with other SSA Branches, and Branch-level and national committees;
- Along with the Secretary and ECSSN representative, oversees the management of student prizes including the Dennis Trewin prize;
- Along with the Secretary and Assistant Secretary, responsible for responding to incoming correspondence via our branch's email address;
- Along with the Secretary and on advice of the Council, follows up on recent unfinancial members;
- Liaises with Central Council on membership matters;
- Ensures other council members are fulfilling their roles and designated tasks;
- In their final year of the presidency, and the first year of vice-presidency after their term concludes, teach and mentor the President-Elect into their roles and responsibilities;
- Leads the recruitment of new Council members to fill current or future vacancies. Ideally done early, to allow for smooth succession;
- Is sensitive to and supportive of the diversity in the Branch's members.

## President-Elect

The President-Elect role is only filled for the final year of the incumbent President's time in office. Typically, the President-Elect serves as Vice-President in the year before becoming President. Once elected at the AGM, they occupy one of the council positions, assuming the office of President at the end of the next AGM.

As the future President, the President-Elect must be willing to lead and represent the branch as its "public face". They should also learn to provide oversight and be an "ideas-person" on Branch events.

## Responsibilities

### Main roles:

- Fulfils their current roles and responsibilities relevant to their membership on the Council;
- Assists the President with their responsibilities as required;
- If the President leaves office before the end of their term, the President Elect (if the position is filled) takes over as President until the next AGM and remains so for the next two years.
  - If there is no President-Elect and the President leaves office, the Branch Council elects an Interim President from amongst its members, who holds office until the next AGM.

### Other responsibilities:

- Understands the branch's rules of association, and the duties of other council members;
- Learns to be well-informed of the branch's activities and able to provide oversight on these; Is sensitive to and supportive of the diversity in the branch's members.

# Vice-President

The Vice-President's role is to shadow and step into the President's role if the President is unavailable, or if they are directed to do so. As a future President, the Vice-President should be a good role model and 'public face' for the branch.

Typically, a candidate is Vice-president for 2 single-year terms: the first term occurring prior to their presidency (to receive mentorship and prepare for succession), and the second term after presidency (when they will mentor the president-elect). However, this scheme is not compulsory.

## Responsibilities

### Main roles:

- Assists the President with their responsibilities as required;
- In the absence of the President, the Vice President shall act with all the powers of the President, and will step in and assume responsibility as appropriate e.g., introducing the SSA, speakers, and chairs meetings.

### Other responsibilities:

- Understands the Branch's Rules of Association, and the duties of other council members;
- As appropriate, invites speakers for the monthly seminar series and potential short courses/workshops;
- Assists the Secretary in preparation of documents relevant to the Branch and Central Council AGMs;
- When the President is unable to do so, attend the SSA Branch Presidents' meetings;
- When the President is unable to do so, communicates with other SSA Branches, and Branch-level and national committees;
- Along with the President, ensures that the other Council members are fulfilling their roles and designated tasks;
- In the second year of vice-presidency (i.e. the first year after their presidency), continue mentorship of the current President in their roles and responsibilities;

# Secretary

Possibly the most strenuous of the positions (along with the President), the Secretary is responsible for managing most of the Branch's internal/external communication e.g., newsletters and weekly digests, administration and records. Put simply, the Secretary manages communications relating to branch meeting matters (as opposed to the Assistant Secretary who manages communications relating to council meeting matters).

The Secretary must be organised and timely, and aware of the Branch's overall events and activities.

## Responsibilities

### Main roles:

- Convenes meetings of the Council and the EC;
- Convene all ordinary, annual and special general meetings;
- Sends invitations for SSA Canberra branch meetings to the branch members (typically a fortnight before, with a reminder a week out), and leads coordination of the meeting e.g., advertisement to relevant outlets/room booking/pre-drinks and nibbles/banners and flyers etc.
- When deemed appropriate, delegates tasks to the Assistant Secretary;
- Attends SSA Central Council meetings.

### Other responsibilities:

- Understands the Branch's Rules of Association, and the duties of the other Council members;
- Ensures that the various records required by the Branch's Rules of Association ('the Rules') are maintained and updated e.g. lists of current Council members, mailing lists or minutes of meetings;
- Along with the President and Assistant Secretary, responsible for responding to incoming correspondence via the Branch's email address;
- Along with the President and ECSSN representative, oversees the management of student prizes including the Dennis Trewin prize;
- Coordinates preparation of documents relevant to the Branch and Central Council AGMs;
- Serves as Membership Officer, maintaining the Branch's membership records and attending Branch Membership Officers' meetings;
- Along with the President and on advice of the Council, follows up on recent unfinancial members;
- Has custody and control over the membership registry, maintains it and makes it available for Association members to inspect;
- Along with the President, liaises with Central Council on membership matters;
- Acts as a signatory for SSA Canberra in legal and financial matters, in line with the Rules;
- Notifies the ACT Registrar's office of any change in the holders of the offices of President, Vice-President, Secretary, or Treasurer, or in the names and addresses of the incumbents.

### Treasurer

The Treasurer manages and supervises the finances of the Branch in a transparent and trustworthy manner. They must be financially literate i.e. be able to undertake basic accounting and budgeting tasks, and have knowledge about basic types of investments undertaken by the Branch. In addition, they must be prompt,

#### Responsibilities

##### Main roles:

- Delivers a brief report about the Branch's financial position and any major income or expenses, either recent or upcoming, at each Council meeting;
- Supports and facilitates the annual audit/review of the accounts prior to the Branch AGM, including preparing a statement of accounts of the Branch for audit/review that is to be submitted in time for the audit/review report (as undertaken by the Auditor/Reviewer) to be completed at least two weeks prior to the Branch AGM, and presented alongside the statement of accounts at the Branch AGM;
- Processes payments and reimbursements received and owed by the Branch promptly and as appropriately, with a preference for using online banking using one of two online signatories;
- Can speak in detail about aspects of the Branch's finances.

##### Other responsibilities:

- Maintains accurate records of the Branch's income and expenses;
- Regularly tracks the Branch's income and expenses against the budget, alerting the Council where there are substantial deviations;
- Assists the Secretary in preparation of documents relevant to the Branch and Central Council AGMs;
- Manages the Branch's money in the longer term, including making investments of moneys not needed for day-to-day expenditure as directed by council;
- Has custody and control over all financial records related to the Association;
- Acts as a signatory for the Branch in financial matters, in line with our Constitution;
- Provides support during any audits/reviews.

## Assistant Secretary

The Assistant Secretary manages communications relating to Council meeting matters (as opposed to the Secretary who manages communications relating to Branch meeting matters), and is responsible for maintaining records of Council meetings. In addition, the Assistant Secretary supports the Secretary in any matters when appropriate.

The Assistant Secretary must be organised and timely, and aware of the Branch's overall events and activities.

### Responsibilities

#### **Main roles at council and branch meetings:**

- Circulates the agenda for Council meetings so that other Council members can prepare and make amendments/additions if necessary, ideally at least a week before the Council meeting;
- Takes minutes at all Council meetings and distributes them to attendees.

#### **Other roles:**

- Understands the branch's rules of association, and the duties of other Council members;
- Able to accept delegated tasks from the secretary and other EC members when required;
- Assists the Secretary in preparation of documents relevant to the Branch and Central Council AGMs;
- Along with the President and Secretary, responsible for responding to incoming correspondence via the Branch's email address.

### Executive Committee (EC)

The EC consists of the President, Vice-President, Treasurer and Secretary, although typically the Assistant Secretary is also included in relevant communications. The EC must be trustworthy, and be familiar with the Branch's Rules of Association ('the Rules').

#### Responsibilities

- Fulfil all roles as appropriate (as detailed above and in the Rules);
- Control and manage Association affairs and exercise of Branch functions, except any functions that are required by the rules of association to be exercised by the Council or at an Ordinary, Special, or Annual General Meeting;
- Where the seal of Association is affixed, two members of the EC are to sign below it for the seal to take effect.

### Council

The Branch Council consists of the 5 named positions (President, Vice-President, Treasurer, Secretary and Assistant Secretary), plus 5 to 7 ordinary Council members. Each ordinary council member may serve a maximum of four consecutive years.

The Council must be eligible according to Division 4.1 of the Associations Incorporation Act 1991 (ACT).

All council members have a general responsibility to be aware of and contribute to the branch's events and activities, As a collective, the Council should strive to serve the interests and concerns of the statistical & data science communities within the ACT.

#### Responsibilities

- Fulfil all roles as appropriate (as detailed above and in the Branch's Rules of Association);
- Select suitable people to fill (co-opt) any vacancies on the Council (both in named and ordinary positions) and Public Officer or Auditor/Reviewer until the next AGM is held. The vacancy of President-Elect may also be filled, unless the vacancy is created by the incumbent becoming President;
- Appoint delegates to the SSA Central Council, and committees including those jointly with other associations;
- Promote the Branch's objects;
- Has control over the Branch's funds, and advise the Treasurer with regards to expenditure for the Branch's purposes, and how funds are raised, deposited and invested;
- Collectively proposes, organizes, and assists in administering potential short courses and workshops for the benefit of the wider statistical & data science communities in the ACT;
- Has control over all of the Branch's papers, including publication of them and (unless otherwise decided) retaining copyright for all publications;
- Gives authority to affix the Association's seal.



## Early Career & Student Statisticians Network (ECSSN) Representative

The ECSSN rep specifically listens to and supports the needs of Branch members who are students or in the early stages of their careers (loosely speaking, within 5 years since conferral of last degree). Put simply, they are the “baby face” of the Branch.

The position does not formally exist in the sense of not being founded within the current Branch Rules of Association. However the ECSSN rep exists as an important liaison between the council and the ECSSN ([See link](#)), and ideally provides the perspective of early career and student statisticians on the Council.

The ECSSN rep must themselves be an early career or student Statistician, and be willing to be a role model for and engage with early career and student statisticians in a sociable and inclusive manner.

### Responsibilities

- In conjunction with the Council, plays a major role in organising and coordinating Branch events targeted at ECSSN members. In particular, this includes the Dennis Trewin prize, and other student prizes as advised;
- Along with President, Secretary, and Assistant Secretary, manages communications between the Branch and its ECSSN members. This includes relaying important events and funding opportunities that are seen to be relevant to ECSSN members in SSA Canberra;
- Represents SSA Canberra on Branch and national committees for events targeting early career and student Statisticians e.g. sessions for early careers researchers at the SSA conferences, represents the Branch at the ECSSN Conference;
- Represents the interests of, and advocates for, early career and student statisticians. This includes making an effort when appropriate to connect new early career and student statistician members to existing members, and relaying feedback from early career and student statistician members to the Council to better represent their needs.

### Public Officer

The Public Officer corresponds with Access Canberra and other territory and federal government agencies and authorities. They should be able to communicate in a professional manner that does not expose the Association to unnecessary risk. As such, They should be enthusiastic about the core purposes and principles of the Canberra branch.

The Public Officer must be eligible according to Division 4.1 of the *Associations Incorporation Act 1991 (ACT)*. There is no requirement that they be a Council member, but legally they can be. In practice, the Public Officer of the Association is not a Council member, but generally an experienced member of SSA Canberra.

### Responsibilities

- Notify ACT Registrar's Office of their appoint and of any change to their name or address;
- Serve as the point of contact between the Branch, and territory and federal government agencies and authorities such as Access Canberra and the Australian Tax Office;
- Although not necessarily a member of the Council, attends Council meetings as needed.

### Auditor/Reviewer

Under current ACT law, the SSA Canberra Branch is obliged to have its financial records examined annually, but with the organisation's financial position this can take the form of a review rather than a formal audit.

The person who carries out the audit/review is elected the AGM. The auditor/reviewer must not be the public officer or a Council member, and not a member of the SSA Canberra. They must be financially literate and able to undertake accounting and budgeting tasks with knowledge about types of investments.

### Responsibilities

- Review/audit all of the Association's accounts and financial records, including the statement of account;
- Complete a transparent and trustworthy review/audit report no less than two weeks before each AGM for presentation to the AGM and inclusion in annual return to ACT Registrar's Office.