



Drama Tasmania

President Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the executive committee
- Serves as a volunteer of the organisation
- Is an official signatory of the organisation
- Provides leadership to the exec and committee
- Chairs the committee meeting and prepares the agenda
- Appoints chairpersons of sub committees
- Helps guide and mediate Executive actions with respect to organisational priorities and governance concerns in accordance with the rules of Association and the appropriate Act.
- Monitors financial planning and financial reports
- Plays an advisory role in fundraising and PL activities
- Evaluates annually the performance of the association in achieving its mission and goals
- Represents Drama Tasmania at a state and national level



Drama Tasmania

Vice President Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the executive committee
- Serves as a volunteer of the organisation
- Must be present at all general meetings
- Performs Chair responsibilities when the Chair cannot be available
- Is responsible for the advocacy of the association
- Reports to the president
- Works closely with the executive committee and general committee to support them in their roles
- Participates closely with the president to develop the organisations plans and supports the execution of the plans



Drama Tasmania

Treasurer Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the executive committee
- Serves as a volunteer of the organisation
- Receive any money paid to the Association
- Immediately after receiving money, issue an official receipt
- money to be paid into the account opened under sub rule [23](#) as soon as practicable after it is received.
- Keep all accounting books, electronic files and general financial records and records of receipts and payments, connected with the business of the Association in the form and manner the Committee determines.
- True accounts are to be kept of the following: each receipt or payment of money by the Association and the matter in respect of which the money was received or paid; and
- Keep accounts of each asset or liability of the Association.



Drama Tasmania

Secretary Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the executive committee
- Serves as a volunteer of the organisation
- Co-ordination of the correspondence of the Association
- Keeps full and correct minutes of the proceedings of the Association
- Ensures the Association is compliant on behalf of the Association with section 27 of the Act with respect to the register of members of the Association
- Keeping and maintaining a up to date condition the rules of the Association
- Maintaining a record of the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules.
- Maintaining safe and secure custody of all books, documents, records and registers of the Association
- Ensures minutes are distributed to the committee soon after meetings.
- Is sufficiently familiar with the legal and association documents (constitution and Incorporation Act) to note applicability at meetings.
- Keeps up to date and maintains all records of membership.
- Responsible for mail outs and member correspondence.



Drama Tasmania
Drama Australia Liaison Officer

DALO Portfolio

The role of DALO at a committee level is one that provides a line of representation and communication between the national peak body, Drama Australia (DA), and its Tasmanian member, Drama Tasmania. In accordance with the association constitution The DALO role is best served over a two year period and the committee level, at its discretion, can elect to have this role carried over for a two year period, allowing the incumbent to develop their understanding of the role in representing Drama Tasmania at national level.

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serve as a volunteer of the organisation
- Report to the president on all matters prior to representation at conferences and submitting reports at a national level.
- Represent Drama Tasmania at general meetings of Drama Australia or at meetings arranged by Drama Australia
- Assist in conducting activities for the purpose of promoting and enhancing the capacities of Drama Education
- The DALO shall report to the Association matters relevant to drama education nationally.
- Prepare a report at Drama Tas meetings to update Meeting to include updates on Drama Australia activities that are of interest or have direct impact on Drama Tasmania e.g. National Curriculum, National Conference, Publications, etc.
- Represent DT at DA national teleconferences (4 per year). Teleconferences are generally held on a Saturday morning, and dates are often pre-set on the Operational Plan which is ratified at the Annual Meeting of Council of DA.
- Prepare quarterly reports for DA national teleconferences that discuss state activities and raise any issues DT would like discussed at a national level
- Responsible for completing report, collation of photos etc that DA request for publications etc. All reports etc need to be ratified by DT committee prior to submission.



Drama Tasmania

Public Officer Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Keeps up to date membership records, postal addresses etc.
- Ensures that forms and documents (eg annual returns and notifying changes) are submitted to CAFT (Consumer Affairs and Fair Trading)
- Primary contact person for the Association
- Must be a resident of Tasmania
- May hold any other office in the Association, except Auditor.



Drama Tasmania

Publications Portfolio

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Manage all online accounts and update regularly Facebook, Instagram and the Website.
- Collaborate with the SSS Liaison to update and create online resources
- Advertise through our social media pages all upcoming PI opportunities and general messages from the committee or DA.
- Responsible for the advertising of the association at state conferences run by DT or other events where DT has a presence.
- Supports the membership officer by advertising and recruiting new members through social media posts.



Drama Tasmania
Membership Secretary

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Use their networks and the DT networks to promote and recruit membership.
- Find opportunities to promote DT activities and membership at university, conferences and events.
- Work with the committee to identify areas where members may be better served
- Identify experienced teachers and educators who are willing to provide mentoring support for new and returning teachers and work with the committee to formulate a strategy for pairing them with new teachers.
- Liaise with the president about ideas for promoting drama education, encourage recruitment of new members and retention of existing members.
- Work with the university on recruiting pre-service teachers and graduates.



Drama Tasmania
General Member 1 Portfolio
Secondary and Senior Secondary
Liaison

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Identify areas for PL that DT can provide members
- Assist with the selection of presenters at a DT conference level
- Assist with the creation, procurement and development of DT online resources for drama teachers



Drama Tasmania
General Member 2 Portfolio

Primary Liaison

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Identify areas for PL that DT can provide members
- Assist with the selection of presenters at a DT conference level
- Assist with the creation, procurement and development of DT online resources for drama teachers
- Increase our data base and members for Primary Drama
- Contact DT primary drama teachers and build a network of support.



Drama Tasmania

General Member 3 Portfolio

DoE representation/ Conferences/

PL Opportunities

A minimum of 2 years' service is an expected commitment with a maximum of 4 years' service.

Key responsibilities and accountabilities

- Is a member of the committee
- Serves as a volunteer of the organisation
- Communicate up to date information regarding innovation, change and implementation from curriculum services and DoE, ACARA etc
- Liaise with the committee to drive organisation of DT conference or DT involvement in other conferences
- Report to the committee of PL opportunities nationwide, international and state led that might be of interest to members.