



## ASTA PRESIDENT POSITION DESCRIPTION

### President Elect/President/Immediate Past President of ASTA

Every second year a President Elect is elected for a term of four (4) years. This position is for the period 2023 - 2026. This comprises one (1) year as **President Elect**, two (2) years as **President** and one (1) year as **Immediate Past President**.

A person elected to this position is not able to serve consecutive terms in the same position.

### Australian Science Teachers Association (ASTA)

ASTA, as the federation of the eight state and territory science teacher associations (STAs) is the peak national body for school science education in Australia. ASTA is governed by the Board, which comprises eight Board Members (one nominated by each of the eight member associations), plus three ASTA Executive Committee members. The ASTA Executive consists of a President, President Elect/Immediate Past President, and Treasurer. The Board is advised by the ASTA Leadership Team which comprises the Board and a further eight delegates (one nominated by each of the eight member associations).

The Board currently meets by videoconference, and face to face as required. It is expected that the ASTA Leadership Team would meet annually.

The Chief Executive Officer (CEO) meets with the Board and the Executive Committee but is not a member of the Board and does not have voting rights.

### ASTA Vision, Mission and Priorities

In 2020, ASTA released the Australian Science Teachers Association *Strategic Plan 2020 – 2025*. ASTA's vision is to be the respected and influential voice of science educators in Australia.

Our mission is *to harness the collective strength of our members in advocating for science educators nationally whilst empowering them through professional development and innovative resources.*

Our Values:

<b>Respect</b>	We respect each other, the community we are part of and those we engage with
<b>Accountable</b>	We are accountable for our actions
<b>Resilient</b>	We remain strong and united

Our Strategic Priorities:

- **Our Members:** Supporting the growth of our members
- **Our Advocacy:** Advocating for the profession of teaching science
- **Our Services:** Providing resources, professional development opportunities, networks and information that enhance the value of membership
- **Our Business Performance:** Continuously improving our business performance so we can reinvest in our services and the services of our members
- **Our People:** Investing in the capacity of our staff and Board

## The Position

The four (4) year term allows for a one (1) year induction as President Elect, two (2) years as President and one (1) year to support the next President in the position of Immediate Past President.

The position is a four (4) year commitment to ASTA to lead, guide and inspire the ASTA Board towards the fulfilment of its Mission and Priorities within the Strategic Plan 2020 – 2025. The person works with the ASTA Executive and the CEO.

The position is voluntary but offers support and assistance by:

- Ensuring adequate information communications technology (ICT)
- Provision of management and administrative expertise through the ASTA Chief Executive Officer and Secretariat.

## Roles and Responsibilities

With the support of and in partnership with the Executive Committee and the CEO, the President Elect/President/Immediate Past President represents the association and advocates for desirable and appropriate outcomes for teachers of science and science education. They will provide visionary leadership to the Executive Committee and the Board to further the mission and goals of the association through such activities as advocacy, representation, negotiation, public presentations and chairing and facilitating meetings.

The President Elect and Immediate Past President will:

- undertake any tasks assigned to them through negotiation with the Executive for the first and fourth year of their four-year term
- assist the President to undertake any official role as determined by the President
- be expected to attend all official meetings of the Association including:
  - Up to two ASTA Board Meetings and one ASTA Leadership Team Meeting per year
  - Up to six ASTA Executive Meetings per year
  - Up to six ASTA Board teleconferences per year
  - Up to eight ASTA Executive teleconferences per year
- be expected to be familiar with ASTA Constitution and Strategic Plan, and other documents as specified by ASTA Executive.

The President will:

- provide the general leadership of ASTA so as to further strengthen the Federation
  - assume the overall responsibility of the operation of every aspect of the Association nationally
  - be the national public face of ASTA at official functions and on representative bodies where possible as required
  - lead the ASTA Board, ASTA Leadership Team and the Executive Committee in their functions within ASTA
  - chair (or delegate to others), all official meetings of ASTA including the Annual General Meeting, Executive Meetings, ASTA Board Meetings, and the annual ASTA Forum.
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***\*Please address the following Position Description in your two (2) page application. Please use the template provided.***

### Essential

The elected individual must be:

- *a current member of an ASTA Member Association (a state or territory science teachers' association) and for a period of not less than five years.*
- *In a position to be able attend meetings and/or functions including the annual conference CONASTA, and to be able to respond to ASTA business on a daily and weekly basis.*
- *Have a good understanding of science education, government, and non-government education systems preferably at both state and national level.*
- *Have previous leadership experience either within a similar association, school or education department or academic institution.*
- *Be aware of pedagogical and/or industrial issues facing educators and/or science educators nationally.*
- *Be informed about ASTA's vision, mission, values, priorities, services, policies, and programs.*

### Skills and attributes

- *Be able to negotiate and advocate on behalf of science teachers nationally.*
- *Have experience in running meetings and be familiar with meeting protocols to always ensure that the meeting is conducted with respect and in such a manner as to facilitate discussion to lead to decision making.*
- *Is ICT literate with minimum experience of email, the internet, online teleconferencing, and cloud document sharing and retrieval.*
- *Have a high-level organisational capacity.*
- *Possess high level oral and written communication and presentation skills.*
- *Be a team leader and team player.*

## Desirable

*Experience in working as a 'change agent' and human resource management and strategic planning would be useful.*

## **Selection Procedure**

- Nominations for the position of President Elect/President/Immediate Past President must be made by a member of an ASTA Member Association, and seconded by a member of an ASTA Member Association.
- Nominations are to be supported by a maximum of two typed pages addressing nominee's suitability to the role and their vision for ASTA
- A current CV is to be attached to the nomination form.

The nomination(s) will be voted on by the full ASTA Board using a preferential system of voting in a secret ballot.

To be elected to this position, a nominee must receive an absolute majority of ASTA Board votes.

**Nominations Open: Monday 15 August 2022**

**Nominations CLOSE: Friday 14 October 2022**

Please email your completed nomination form to:

To: [asta@asta.edu.au](mailto:asta@asta.edu.au)

For additional enquiries please contact:

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