

iTASA PRESIDENT

Major responsibilities include:

- Developing the mission of the Association
- Leading policy development and implementation
- Representing TASA to external bodies
- Liaison with the editors of the *Journal of Sociology*, *Health Sociology Review* and TASA's *Web Publications*
- Reviewing the Strategic Plan
- Chairing the AGM and reporting on matters of relevance to the Association
- Coordinating the review and implementation of the Strategic Plan
- Overseeing the determination of TASA Awards and Prizes
- Participating in strategic planning for the annual conference
- Overseeing website governance and implementation, including the development and maintenance of TASAweb
- Share responsibility for the financial standing of the Association with all TASA Executive Members
- Being a signatory on TASA bank accounts

Chairing of TASA meetings:

The President or his/her nominee is responsible for chairing the following meetings:

- AGM and any Special General Meetings
- Executive Committee meetings
- Grievance committee
- TASA Awards and Prizes committees
- Other sub-committees as established by the Executive Committee

Reports and presentations:

- President's Address at the annual conference
- President's report to each Executive meeting
- President's letter to the Association - published in each edition of *Nexus*
- President's report for the Annual Report
- The Strategic Plan
- Presenting TASA Awards and Prizes
- Issuing media statements in the name of the Association
- Representing the Association in all official functions

Conditions:

- TASA President must be a member of TASA and must attend a majority of Executive Committee meetings each year.

TASA VICE PRESIDENT

Major responsibilities include:

- Representing the President when they are unavailable
- Assisting with policy development and implementation
- Participating in the AGM and any SGMs and reporting on matters of relevance to the position
- Administering and, where appropriate, participating in the determination of TASA Bursaries, Awards, Prizes and conference scholarships
- Participating in the selection and planning of TASA public events
- Overseeing the documentation related to, and planning and organisation of, the annual conference including:
 - Selection of the host institution(s) (*in years when this is appropriate*)
 - When there is no host institution(s), chairing the conference and undertaking conference-related duties including creating a conference committee (which is to include the Portfolio Leaders from the Executive and a small group of members at the conference location) (*in years when this is appropriate, such as when holding the conference as part of the HASS congress*)
 - Attend conference-related meetings and, when appropriate, chair conference-related meetings
- Developing and overseeing conference replacement initiatives and activities (when needed)
- Share responsibility for the financial standing of the Association with all TASA Executive Members
- Being a signatory on TASA bank accounts

Reports:

- Vice-President's report to each Executive meeting
- Vice-President's report for the Annual Report
- Oversee the preparation of conference reports (including host conference reports), and present conference reports at each Executive meeting

Conditions:

- TASA Vice-President must be a member of TASA and must attend a majority of Executive Committee meetings each year.

TASA SECRETARY

Major responsibilities include:

General administration:

- Attending meetings of the Executive Committee, the AGM and any SGMs
- Ensure effective operation of TASA office, staff recruitment, and conditions of employment
- Administer complex general inquiries referred by Executive Officer (EO)
- Oversee preparation & circulation of agendas for Executive & Annual & Special General Meetings
- Oversee TASA Elections (immediate past president role)
- Supervise preparation, circulation and storage of minutes of all meetings, and, where relevant, other Association reports and publications
- Prepare documentation for selection and engagement of editorial teams for *Journal of Sociology*, *Health Sociology Review* as well as the Digital Publications Editor
- Prepare and administer a TASA membership survey in the 1st year of EC term
- Oversee and collate results for the bi-annual TASA Member Survey
- Ensure that TASA operations are carried out in accordance with its constitution
- Ensure that TASA meets reporting and all other requirements under incorporation legislation
- Ensure that TASA complies with other relevant legislative and regulatory requirements
- Assist in planning, policy development, review and implementation, including drafting of policy documents and Memoranda of Understandings
- Participate in the administration of TASA Awards and Prizes, ensuring that all terms and conditions are complied with
- Regularly review TASA Bursaries, Awards and Prizes
- Review the Secretary's eManual in the 2nd year of EC term.

Membership matters:

Where needed, review & provide advice to TASA's EO with regards to:

- Membership Welcome Letter, and Membership Renewal & Expired notices
- Processing of memberships and management of the membership database
- Procedures to encourage membership renewal and the follow-up of non-renewed members
- Oversee preparation of mailing lists for publishers of *Journal of Sociology*

Reports:

- Secretary's report to each Executive meeting
- Secretary's report for the Annual Report

Conditions:

- TASA Secretary must be a member of TASA and must attend the majority of Executive Committee meetings each year.

TASA TREASURER -

Major responsibilities include:

- Assisting in policy development and implementation, particularly as it relates to financial matters
- Overseeing disbursement of profits from TASA annual conference (when held with a host institution(s))
- Being a signatory on TASA bank accounts
- Approve transfer of funds to pay expenses involved in running the Association

General administration:

- Attending meetings of the Executive Committee, the AGM and any SGMs
- The Treasurer shares responsibility for the financial standing of the Association with all TASA Executive Members
- Liaison with EO to facilitate the annual audit of accounts
- Liaison with EO to facilitate quarterly financials
- Liaison with the EO on the processing of revenue and expense related items when necessary, ABN invoices, GST matters
- Oversee the EO processing of Executive Committee and other expenses involved in running the Association
- Oversee the EO in the financial management of all TASA Bursaries, Awards and Prizes
- Reviewing the membership fee scale on an annual basis in line with Australian annual CPI rate
- Ensure that all taxation requirements are met including overseeing the EO in submitting the quarterly BAS statements and annual tax return
- Oversee the EO in the preparation of the annual financial report for audit and for presentation at the AGM or SGM each year

Reports:

- Treasurer's report to each Executive meeting: the presentation of a financial statement with quarterly payments to be ratified
- Treasurer's report for the Annual Report
- The presentation and distribution of the audited annual financial report at the AGM or SGM each year
- Compiling and submitting an annual report (in cooperation with TASA Secretary and EO) for the Incorporations Office in the ACT, signed by TASA Public Officer

Conditions:

- TASA Treasurer must be a member of TASA and must attend a majority of Executive Committee meetings each year.

TASA EXECUTIVE COMMITTEE POSTGRADUATE PORTFOLIO LEADER

Major responsibilities include:

- Attending meetings of the Executive Committee
- Assisting in the development and implementation of policy
- Liaison with postgraduate members
- Presenting the views of postgraduate members to the Executive
- Identifying ways in which TASA Executive can promote the interests of postgraduate members
- Participating in the determination of TASA postgraduate conference scholarships
- Liaison with TASA Vice President regarding planning and organising the Postgraduate Day at the Annual TASA Conference
- Assisting in the running of the AGM and any SGMs
- Participating in the review and implementation of the Strategic Plan
- Chairing TASA non-elect Postgraduate Sub-Committee which includes:
 - managing, directing and implementing each new sub-committee Expression of Interest on a two-year rotating basis;
 - monitoring of the annual discretionary expenditure (annual funding set at mid-year budget meeting) in relation to PG Sub-Committee events;
 - developing opportunities and capabilities of PG sub-committee members involvement in TASA events, processes and policies;
 - administering the governance processes including organizing meetings, developing agendas, minuting etc; and
 - reporting of PG sub-committee activities to the Executive as and when required, including responding to reporting requirements at executive meetings.

Reports:

- Postgraduate Portfolio Leader's report to each Executive meeting
- Postgraduate Portfolio Leader's for Annual Report
- Postgraduate Portfolio Leader's page published in each edition of *Nexus*

Conditions:

- The postgraduate member must be a member of TASA and must attend a majority of Executive Committee meetings each year. It is NOT necessary for the postgraduate member to be enrolled currently in a postgraduate course.

TASA EXECUTIVE COMMITTEE GENERAL MEMBER

Major responsibilities include:

- Report for each Executive meeting
- Attending meetings of the Executive Committee
- Assisting in the development and implementation of policy
- Assisting in the running of the AGM and any SGMs
- Assist in conference planning including decision-making and portfolio-related tasks
- Participating in the review and implementation of the Strategic Plan
- Taking responsibility for specific tasks as decided through the Executive (see below)
- Participating in sub-committees
- Representing office bearers when required
- Report for Annual report

Specific tasks:

General Executive members take responsibility for a specified portfolio of responsibilities as decided through the Executive Committee. For 2023 - 2024 these will be:

- Indigenous*
- Public Sociology**
- Equity & Inclusion***
- Thematic Groups ****

Conditions:

- TASA Executive General Members must be members of TASA and must attend a majority of Executive Committee meetings each year.

***Indigenous Portfolio Leader**

This new portfolio represents the interests of Indigenous sociologists, and sociologists doing Indigenous research, on TASA's Executive. It is the intention of the Executive that this portfolio, in its inaugural phase, be left open for the portfolio leader to develop.

Portfolio Aim

Build on TASA's inclusion and representation of Indigenous sociologists as well as assist with increasing the visibility of Indigenous research.

Indigenous Strategies

The strategy categories and points below are ideas only. TASA Executive welcome the portfolio leader to develop a strategy as they see fit.

Indigenous Education

- Mapping of Indigenisation of curriculum within Higher Education in Australia
- Create opportunities for established sociologists to become peer supporters and supervisors of Indigenous sociologists in training and practice
- Promoting Indigenous Scholarship

Indigenous Research

- Develop initiatives that increase the inclusion of Indigenous members and/or members doing Indigenous research:
 - Highlighting Indigenous Research in each of our Thematic Group fields
 - Building inclusion of Indigenous representation on journal editorial teams

Community and Engagement

- Connecting TASA with peak bodies representing Indigenous communities
- Embed Indigenous elements in TASA's event program
 - Indigenous Keynote at every conference
 - Funding for a Welcome to Country at events
 - Indigenous representation at TASA Thursday events
 - Strengthen and grow the Critical Indigenous Studies thematic group
 - Review thematic group name
- Free membership for Indigenous members
- Question on membership form for those that identify as Indigenous

Requirements

- TASA membership
- Aboriginal or Torres Strait Islander person
- Attend Executive meetings
- Assist in the development and implementation of policy
- Participating in the review and implementation of the Strategic Plan
- Participating in ad-hoc sub-committees – voluntary basis

Reports

1. Indigenous sociology report for Annual Report
2. Indigenous sociology report for each Executive meeting

****Public Sociology Portfolio Leader**

TASA has a broad interest in better understanding, and celebrating, how Sociology is diversely employed in the world, in particular, in response to social inequality and in pursuit of social justice. The Public Sociology portfolio aims to promote the application of sociological theories, methods, research outcomes, and applied sociology interventions across a range of fields and sectors of public life, including social outreach, media and public engagement, government, NGOs, the private sector and the community sector.

Major responsibilities include:

- Report for each Executive meeting
- Attending meetings of the Executive Committee
- Assisting in development and implementation of TASA's marketing and communication plan
- Develop strategies that support and promote members to engage with the media
- Promote TASA through high impact public events – e.g. Social Sciences Week; liaise with TASA VP and President on selection and promotion of public lectures; liaise with thematic convenors on thematic group events
- Develop professional links with academic and non-academic organisations in Australia
- Chair Public Statement subcommittee
- Run biennial survey of TASA members public engagement
- Collect information regarding collaboration, training, outreach, and research opportunities, and examples of Public Sociology.
- Public Engagement Special Projects – e.g. professional development for sociologists working outside of academe (e.g. methods, models); link TASA members' academic, doctoral, and postgraduate research programs to govt/community/business sector applications; professional network/information exchange opportunities between academic and govt/community/business sector; non-academic mentoring programs, etc
- Report for Annual report

Reports:

- Public Sociology Portfolio report to each Executive meeting
- Public Sociology Portfolio contribution to Annual Report
- Biennial Report on Survey of Public Engagement of TASA Members

Conditions:

- Public Sociology Portfolio Leader must be a member of TASA and must attend a majority of Executive Committee meetings each year.

*****Equity & Inclusion**

- Develop strategies for TASA to better include members of underrepresented groups (for example, but not limited to representation by ethnicity, sexuality, gender, ability, age) within the Association, including TASA committees, thematic groups, events and journals.
- Chair an Equity and Inclusion subcommittee.
- Oversee the conference scholarship for members with disabilities.
- For 2022/23 and 2023/24: oversee TASA Career Development Grant.
- Review TASA documents, website and communications for inclusive language.
- Assist in the development of TASA policies and documentation to promote equity and inclusion.
- Assist the Public Sociology Portfolio leader with the development of public statements on behalf of the Executive.
- Lead the response to requests and queries from the membership concerning equity and inclusion.
- Join TASA conference committee and provide input focused on inclusion, safe conferencing, and sustainability for the annual conference (*in years when this is appropriate*).

***Thematic Groups Portfolio Leader

- Thematic Group Drop Box folder
 - update drop box files and save as required
- Thematic Group overview and group pages
 - Review text and images and send required updates to TASA Office
- TG Convener's Manual
 - Review and update as needed (with approval, when needed, from the TASA Executive)
 - Ensure latest copy is uploaded to the TASA website (liaise with EO)
- TG convener Gmail
 - Communicate with conveners as required
 - Update and maintain email list
 - Use to promote support schemes and other TG related information
- TG Convener TASA membership
 - Review the membership status of conveners in the TG conveners spreadsheet & check in with the EO if conveners' memberships have been expired for more than 3 weeks (EO should have made contact after the first week of expiry)
- Executive Meeting Reports
 - First meeting of the year (usually in March)
 - details of previous annual meeting
 - TG funding applications and recommendations
 - TG event update
 - General updates
 - Mid-year meeting (usually in July)
 - budget request for TG events in the coming financial year
 - review of TG numbers (liaise with EO)
 - TG event update
 - General updates
 - Third meeting of the year (usually in September)
 - TG funding applications and recommendations
 - TG event update
 - General updates
 - Fourth meeting of the year (usually in November, immediately prior to the conference)
 - TG event update
 - General updates
- Conference

In years when relevant, to be part of the conference committee and perform the following tasks:

 - provide guidance and advice on the design and functionality of the submission portal;
 - provide information and support to TG conveners, supplied by the professional conference organiser or TASA's Executive Officer, in how to use the submissions portal to review conference submissions;
 - when a conference submission is requested for reassignment to another TG by TG convener/s, deciding which TGs to reassign the conference submission/s;
 - assist TG conveners in reviewing conference submissions (and resubmissions) if needed;
 - review conference submissions rejected by TG conveners; and
 - provide feedback to the conference chair as needed.

At the conference, the TG Portfolio Leader will convene an annual TG conveners' meeting, and ensure that individual TG meetings have been scheduled into the conference program.

- Annual TG Convener meeting - advise of their roles, tasks, and support as required. Updates on any matters of direct interest to the TG Conveners and their members. Prior to the conference:
 - Email a call for agenda items to TG Conveners
 - Put agenda together
 - Disseminate agenda to TG Conveners
 - Liaise with TASA Office (or the conference organiser/s, whichever is more appropriate) regarding meeting date, time and venue
 - Disseminate previous meeting minutes (get from EO)

Post conference:

- Follow-up on meeting matters
 - Include important meeting details in March Executive report
 - TG meetings during conference week - ensure all groups meeting have someone to convene them prior to the conference
- TG Support Scheme
 - Receive submission and acknowledge receipt including information on expected funding outcome date – all cc'd to TASA Office
 - Check with TASA Office (and/or TG dropbox) regarding current budget, what \$ have been allocated so far, what \$ are set aside for current round.
 - Review submissions and make recommendations in Executive Meeting report. This needs to take into account the TG Funding Criteria and other matters considered of relevance/ importance to the Executive (for example, funding history, merit of idea, equity, possible outcomes, etc)
 - With funded events and activities - organise one convener/organiser to collate all claims, email created event claim form (get from TASA Office), receive, authorise and forward to TASA Office for payment
 - TG web related text - check/update and forward to TASA
 - Event promotion - Ensure TGs have a media/public dissemination strategy, advise/ support convenors, and, if needed, organise/appoint one convener/organiser to liaise with TASA Office on promotional requirements
 - Event recording - (podcasts, videos, vox pops, audio, image) – forward consent forms to event organisers (if necessary/ not otherwise provided – liaise with EO)
 - Event reporting to Executive - after the event, provide information on the events that have been held, and the expended finances of set budgets
 - Event publication - follow up after event for *Nexus* reports, and lodge reports with the Executive Officer if the TG Convener has not clearly done this
- Group Formation Requests
 - Ensure any TG formation requests meet the set criteria noted in the TG Conveners manual
 - List in Executive report along with justifications
 - Advise likely outcome date to applicant, and subsequently inform applicant
- Disbanded groups
 - Liaise with Executive Office to remove TG web page from TASAweb
- Biennial Reviews (2023, 2025, 2027 etc)
 - Send reminder email in June & again in September to remind TG Convener/s of the need to identify new TG Convener/s
 - In early December, ask convenors, via email, to email TASA with the names of the outgoing and incoming convenors. If an interim convener is stepping up to convene ask them to record, in the email, the date they came on board.
 - Record convener changes in the shared convener spreadsheet (liaise with Executive Officer)
 - Ensure that unavoidable Convener changes (between biennial review times) are recorded/ noted (liaise with Executive Officer)
 - Ensure TASA Executive Officer is aware of, and included in, the above