

MLTA of the ACT Roles and Responsibilities of the Council – the Executive and the Committee Members

Aims of the Association:

- To advance the effectiveness of education generally
- Particularly to promote interest in the study and teaching of foreign languages in all types of schools and educational establishments in the ACT.

Executive Positions (7)	Role	Tasks undertaken
President:	<ul style="list-style-type: none"> • Presides at all meetings of the Association and ensures that business is conducted in accordance with the normal rules of procedure • Conducts correspondence • Keeps files and records of the MLTA ACT 	<ul style="list-style-type: none"> • Attends and chairs MLTA ACT Council/Executive meetings • Attends AFMLTA Assembly meetings once a year (July) • Writes ACT Annual report for the AFMLTA Assembly • Writes President's report once a year for the AGM • Liaises with DET Languages Curriculum Officer, the CEO Languages Coordinator and the AIS • Represents MLTA at national meetings (AFMLTA, ACARA, etc) • Panel member of the FIPLV scholarships • Collects mail from the PO Box in Civic, GPO Box 989. and passes on appropriately • Signs the MLTA's cheques
Vice President	<ul style="list-style-type: none"> • Presides over meetings in the absence of the president 	<ul style="list-style-type: none"> • Attends and chairs meetings in the absence of the President • Acts as the Public Officer • Makes sure the MLTA ACT Constitution is up to date • Organises the information to send out in relation to the FIPLV scholarships • Ensures membership of COACTEA is up to date • Attends meetings of COACTEA • Promotes MLTA ACT through DET/CEO/AIS and links with Editor • Makes links with language associations in the ACT (e.g. Japanese Language Teachers Association) • This position should succeed the President • Signs the MLTA's cheques
Treasurer	<ul style="list-style-type: none"> • Operates MLTA bank accounts • Keeps proper records and books of accounts 	<ul style="list-style-type: none"> • Attends the MLTA ACT Council/Executive meetings • Does the banking for the MLTA ACT • Ensures there are three up to date signatories on the bank account • Pays capitation fees to AFMLTA • Pays annual registration fee to Auditor General (Office of RS)

	<ul style="list-style-type: none"> • Submits annually to the AGM a statement of receipts and expenditure duly audited. • Prepares and maintains a list of financial members • Keeps financial files and records of the MLTA ACT 	<ul style="list-style-type: none"> • Prepares finance report for each meeting • Prepares budget for Annual General Meeting (AGM) • Liaises with a selected bookkeeper • Ensures approval for membership fees for the following year at the AGM • Pays annual fee for the post box in March each year • Collects mail from the PO Box in Civic, GPO Box 989, and passes on appropriately (Two keys provided: to Treasurer and President) • Signs the MLTA's cheques
Membership Secretary	<ul style="list-style-type: none"> • Keeps up to date records of membership Conducts correspondence • Keeps files and records • Administers day to day business of the association 	<ul style="list-style-type: none"> • Attends the MLTA ACT Council/Executive meetings • Forwards and collects annual membership forms • Updates membership form as necessary • Maintains data base of membership from year to year • Completes membership census as requested by AFMLTA (in May) • Sends members' addresses for Babel when requested by AFMLTA
Minutes Secretary	<ul style="list-style-type: none"> • Takes minutes of meetings • Conduct s correspondence • Circulates to members information that would further the objects of the MLTA ACT 	<ul style="list-style-type: none"> • Attends the MLTA ACT Council/Executive meetings • Writes up minutes for each meeting and forwards to President for checking before going out to the Executive/Council members • Writes the Minutes at the AGM and send to all members for acceptance at the following AGM
Publications Editor	<ul style="list-style-type: none"> • Puts together a newsletter (Contact) as required and sends out electronically to members • Designs other publications (e.g. invitations, flyers) to be sent out electronically to members 	<ul style="list-style-type: none"> • Attends the MLTA ACT Council/Executive meetings • Receives information from president or secretary that is of interest to members • Gathers articles contributions from members and dates of events coming up that are of interest to members • Liaises with president on articles. • Submits copies of CONTACT to the National Library
Webmaster	<ul style="list-style-type: none"> • Puts together information at our web page as required 	<ul style="list-style-type: none"> • Attends the MLTA ACT Council/Executive meetings • Administers the ACT MLTA website • Liaises with President on articles and information that is of interest to members and includes them on the web page. • Updates regularly web page and connections with the AFMLTA • Contacts AFMLTA and COACTEA of new Council members so that their websites can be updated

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Committee Members (5)	<ul style="list-style-type: none">• Support Executive and takes on tasks as required	<ul style="list-style-type: none">• Attend the MLTA ACT Council meetings• Undertakes particular tasks received from the Executive (e.g. events, competitions etc.)
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