

National Council Members' Terms of Reference

National President:

1. Provide leadership within AUSIT, including a major role in setting the 'tone' and strategic direction of the Institute
2. Oversee all AUSIT activities and operations via the decision-making processes of NC
3. Liaise with relevant organisations (NAATI, ASLITA, PA, FIT, and other professional associations)
4. Represent AUSIT to the media on issues relevant to the T/I sector
5. Coordinate and chair National Council meetings
6. Have major input to NC meeting agendas
7. Send monthly newsletters to membership
8. Be one of the signatories on the AUSIT accounts

Immediate Past President:

1. Assist with communication to membership
2. Advise the president as required
3. Chair NC meetings in the absence of the President
4. Assist the President to liaise with other relevant organisations as above
5. Other tasks as decided by the NC on an ad-hoc basis

Vice-president (Events & Professional Development):

1. Oversee work of the National PD Coordinator, PD Committee, and Education Committee
2. Oversee the organisation of each year's National Conference, including liaison with the hosting branch's Organising Committee and the professional conference organiser
3. Other tasks as decided by the NC on an ad-hoc basis

Vice-president (Communications & Public Relations):

1. Chair the CPPR Committee
2. Oversee work of the Communications Officer
3. Assist the President in representing AUSIT to the media, including drafting statements
4. Other tasks as decided by the NC on an ad-hoc basis

Vice-president (Ethics and Professional Practice)

1. Oversee work of the Ethics and Professional Practice Committee
2. Other tasks as decided by the NC on an ad-hoc basis

National Secretary:

1. Oversee arrangements for the National AGM and assist/advise the President on the chairing of that AGM
2. Monitor the work of and liaise with the National Secretariat (Office Logistics), including the National Membership Officer and administrative support to NC
3. Monitor the continuing adequacy of the constitution, by-laws and other policy documents
4. Draft correspondence out on behalf of NC
5. Assist and advise the President as required, particularly on secretariat, legal and ATO matters
6. Be one of the signatories on the AUSIT accounts

National Treasurer:

1. Draft the AUSIT annual budget and monitor income and expenditures against it
2. Approve invoices for payment, and be one of the signatories on the AUSIT accounts
3. Assist and advise the President as required, particularly on financial and budgetary matters

Branch Delegates:

1. Ensure Australia-wide input to NC decision-making
2. Participate in NC decision-making process, including proposing new initiatives for NC consideration
3. Inform NC of branch activities, concerns, and other matters
4. Inform branches of decisions made by NC
5. Help promote AUSIT in their respective states/territories
6. Other tasks as decided by the NC on an ad-hoc basis

All NC members are in legal terms / for ASIC purposes 'directors' of AUSIT