

National Council Positions

President

The President is the figurehead of the Association and must be a person of short stature who is a positive role model to other members. They should be able, if called upon, to speak or give interviews etc., to publicise the SSPA. The President shall be the Chairperson of all meetings of the National Council and therefore must be confident and capable of running a meeting and adhering to the agenda. Each member of the National Council has one vote. In the case of an equality of votes, the President shall have a second or casting vote. The President is required to present a written report to the AGM. The President has the normal responsibilities and obligations of a Council member i.e. making Association decisions and participating on subcommittees when required. Please refer to the above, "Responsibilities and Obligations of Serving Council Members", for details on attendance at Council meetings.

Vice-President

The Vice-President is the understudy to the President. He/She is a person of short stature and must be a positive role model to other members of the SSPA. The Vice President is expected to take on the duties of the President if he/she is unavailable. The Vice-President is required to give a report to the AGM. The Vice-President has the normal responsibilities and obligations of a Council member (see above).

Secretary

The role of Secretary is a time-consuming position. The Secretary records all National Council meeting minutes, prepares them and forwards them, along with agendas of the meetings, to Council members. The same procedure is followed for the AGM. Also, the Secretary handles correspondence, both in and out. The Secretary gives a "Correspondence" report at each National Council meeting and prepares a Secretary's report for the AGM. As well as this, the Secretary has the usual responsibilities and obligations of a serving Council member (see above).

Treasurer

The role of Treasurer is also a time consuming position. The Treasurer is responsible for the receiving of all Association monies (i.e. memberships, donations etc.). He/She is responsible for the banking of monies and the balance of the Association's books. They prepare financial statements for each Council meeting as well as the yearly financial report for the AGM. The Treasurer also prepares the books for audit each year and has the normal responsibilities of a serving Council member (see above).

Journal Editor

The Journal Editor is responsible for the publication, collating and dispatch of the SSPA Journal every second month. As well as being a time-consuming position, this is a very responsible role, as the Journal is the means by which members keep in touch and aware of what their Association is providing for them. The Journal Editor must own a computer with the following minimum requirements:

Windows 98 or later
Microsoft Word
Microsoft Publisher
CD Burner
Scanner
Internet connection

The Journal Editor prepares a report for each National Council meeting as well as the AGM. The Journal Editor also has to fulfil the obligations and responsibilities of a serving Council member (see above).

Overseas Liaison Officer

The Overseas Liaison Officer handles all overseas correspondence, relates any matters of interest to council and publishes the same in the journal. They are responsible for liaising and maintaining contacts with short-statured groups around the world. The Overseas Liaison Officer prepares a report for each National Council meeting as well as the AGM. They are also required to fulfil the obligations of a serving Council member (see above).

Membership Secretary

The role of Membership Secretary is to maintain up-to-date records of the current status of the members of the SSPA and to make those records available to other Council members and State Secretaries. To do this, the Membership Secretary must liaise with the Treasurer who receives the money for membership fees. The Membership Secretary is required to submit a brief report to each National Council meeting citing the current numbers of members and any statistics or information worth noting. They must also report to the AGM of the SSPA. They are also required to fulfil the obligations of a serving Council member (see above).

Usual tasks of the Membership secretary include:

Letter of welcome to be mailed to new members along with a package of SSPA resources/materials e.g. SSPA brochure, Emily Neyland Book and Parent Rep kit. Journals for the current year also to be included in the package.

Maintain membership database by:

- keeping record of all financial members of the association

- keeping separate databases of all short statured children of members

- sending full membership lists to President, Secretary, Treasurer and Librarian at the end of each financial year. Include separate lists of SSP children. Periodically send membership updates to all the above.

- sending membership lists and a separate children's list to all state secretaries.

- regularly mail lists of new parents to state secretaries to pass on to the Parent Reps.

Maintain database of overseas journals and free journals. Liaise with OLO re. the receipt of overseas journals.

Email labels (for members, overseas and free journals) to printer one week after journal deadline.

Advise Journal Editor of new members

Liaise with Web Master re. email addresses

Respond to queries.

The following positions are not elected, they are Council-appointed, and do not become vacant every year according to the discretion of the National Council:

Librarian

The Librarian takes charge of all the publications that have made up the SSPA Library over the last 30 years. They are responsible for collecting new and interesting publications and material that relates to people with disabilities in general and short stature in particular. The Librarian establishes a system for lending the SSPA's publications to members, and is also responsible for informing members (through the Journal) of the Library's contents as well as any new additions or acquisitions. The Librarian is required to submit a brief report to each National Council meeting, giving an update on the status of the SSPA library. The Librarian must report to the AGM of the SSPA. Like the Web Master, the Librarian is not an elected position, but is Council-appointed. The Librarian is not required to attend Council meetings but is welcome to do so in the capacity of an observer.

Web Master

The Web Master is responsible for coordinating and maintaining the SSPA National Website. The Web Master must own a computer with up-to-date website editing software e.g. Microsoft Front Page, Dreamweaver, and an internet connection. The Web Master is required to submit a brief report to each National Council meeting, giving an update on the status of the SSPA website. The Web Master must report to the AGM of the SSPA. Like the Librarian, the Web Master is not an elected position, but is Council-appointed. The Web Master is not required to attend Council meetings but is welcome to do so in the capacity of an observer. The Web Master's duties include the following:

Responsibility for creating, maintaining and regular updating of the national website to ensure proper functioning, navigation, accuracy and currency of the information.

Use Web development applications, such as Microsoft Front Page to develop and format web pages for publication on the national web site.

Take editorial responsibility for the content, quality and style of the site.

Answer emails sent to the website address: enquiries@sspa.org.au

Provide regular log analysis of website statistics and emails

Co-operate with others in putting together and maintaining State branch websites, and to ensure uniformity in both style and content with the national website.

Write and present a quarterly report to National Council on website developments, including an analysis of enquiries and website user statistics. Also a report to the AGM.

Repair any errors and broken links as they occur.

Keep up-to-date with Internet links to overseas organizations for people of short stature as well as appropriate content and resources on short stature in general for inclusion on the national website.

Government Liaison Officer

Primary role is to remain informed and communicate with National Council on issues pertaining to disability have an effect on people with short stature and their families. Where necessary, attend government briefings on relevant policy issues.

Act as a liaison between the SSPA National Council and State/Federal Governments as required

Liaise and retain communication with the Australian Federation of Disability Organisations (AFDO)

Network with other Disability Peak organisations – nationally and internationally

Provide advice to SSPA National Council on policy and government issues of relevance

Prepare articles of information for the SSPA Journal for members interest

Provide reports at each National Council meeting of the SSPA and a final report to the AGM of the SSPA.