

Role Statements as required by the Rules for the Triennium 2022-2024

General Secretary

The duties of the General Secretary in accordance with Rule 22 are:

1. The Branch Secretary shall be a Senior Officer of the Branch and a full time officer. The Branch Secretary will be known as the General Secretary of the AEU New South Wales Teachers Federation (NSWTF) branch.
2. In addition to the duties imposed on the Branch Secretary by these rules, the Branch Secretary shall perform the following duties:
 - (a) Attend all meetings of the Branch Conference, Branch Council and Branch Executive and such other meetings as directed, and be responsible for the keeping of correct minutes of the proceedings of such meetings;
 - (b) Keep all documents, vouchers and papers belonging to the Branch;
 - (c) Carry out the instructions of the Branch Conference, Branch Council and Branch Executive and exercise a general control over the affairs of the Branch;
 - (d) Call meetings of the Branch Conference, Branch Council and Branch Executive in accordance with these rules and convene the first meeting of any committee appointed by the Branch Conference, Branch Council or Branch Executive as soon as is practicable;
 - (e) Be the public officer of the Branch;
 - (f) Prepare all returns required by the Act, the FW (RO) Act and the IR Act;
 - (g) Keep a register of the members of the Branch ensuring each member's financial status is recorded and a register of members on the ATSI Members' Roll;
 - (h) Have the control and supervision of the paid officers and employees of the Branch;
 - (i) Perform the role of Returning Officer for all Branch Council ballots unless the Branch Deputy Secretary is directed to perform this role;
 - (j) Be responsible for the financial management of the Branch;
 - (k) Be responsible for ensuring that all Branch policies for the elimination of discrimination and sexual harassment are adhered to for the benefit of Branch officers, employees and members;
 - (l) Notify the association secretaries of the names of members allocated to associations;
 - (m) Inform association secretaries, as soon as practicable, where casual vacancies occur in the offices of association representatives on Branch Council or additional association representatives to Branch Conference;
 - (n) Inform associations of the business set down for Branch Council and Branch Conference;
 - (o) Delegate any duty under this rule to any Branch Professional Officer other than the power to delegate or a duty required by statute to be performed by the Branch Secretary or an elected officer; and
 - (p) Perform such other duties as the Branch Council or the Branch Executive may determine from time to time.

For the purpose of Rule 23. 1(b) the role statements of each Deputy Secretary areas follows :

Deputy Secretary (Schools)

The Deputy Secretary (Schools) is expected to be directly involved in the performance of the duties allocated to his/her unit.

On behalf of the General Secretary, to exercise the General Secretary's powers in relation to the following:

- a) Organisation of all campaigns in schools and school services. Campaigns for the recruitment of members in schools and school services. Assist Associations in implementing campaigns as necessary.
- b) Delegate the coordination and organisation of specific campaigns and other tasks to specific Organisers.
- c) Liaise with other groups regarding campaign issues.
- d) To be responsible for the dissemination of information on schools and school services campaigns to all Officers and members.
- e) To prepare campaign material in conjunction with other Officers.
- f) Be responsible for planning, leading and work organisation of all Officers and staff within his/her span of responsibility. Assist Organisers in handling disputes including attendances at consultation sessions, when necessary.
- g) To coordinate the Federation's role in meetings of the Management Committee with the Department of Education.
- h) The training of Officers within the unit in consultation with the Deputy Secretary (Communications and Administration).
- i) To ensure that members in specialist areas are allocated to and adequately serviced by Organisers.
- j) To assist the General Secretary and appropriate administrative staff in ensuring proper operation and maintenance of the Federation car fleet.
- k) The Deputy Secretary (Schools) salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

Officers and staff responsible to the Deputy Secretary (Schools):

City Organisers

Country Organisers

Multicultural Officer/Organiser

All clerical support staff allocated to support these Officers

Deputy Secretary (Communications and Administration)

The Deputy Secretary (Communications and Administration) is to be directly involved in the performance of the duties allocated to his/her unit.

On behalf of the General Secretary, to exercise the General Secretary's powers in relation to:

- a) The administration of the Federation including Federation records, printing and distribution of Federation material, and general staff liaison.
- b) Be responsible for planning, leading, assisting and organising the work of Officers and staff within his/her sphere of responsibility.
- c) To coordinate the organisation of Annual Conference, Council and Executive, special conferences, meetings and seminars in conjunction with other appropriate Officers.
- d) The implementation of Annual Conference, Executive and Council decisions.
- e) The supervision of membership records and general records system.
- f) To have overall responsibility for conduct of all Federation ballots, except Administrative Officer elections.
- g) To be responsible for ensuring that Federation Committees and Special Interest Groups have the administrative assistance to function effectively.
- h) To oversee the administrative work associated with Officer leave, work rosters, and other conditions of employment.
- i) Ensuring that priorities as set down by the Senior Officers, Executive, Council and Conference are carried out in the areas covered by the Officers listed below.
- j) To act as a Secretary of the Rules and Structures Committee.

- k) To consult with the appropriate Officers and staff on the introduction and operation of technology in the Federation including information systems.
- l) The organisation and implementation of training for Officers and staff in consultation with the appropriate Officers and staff.
- m) To monitor Federation representation on external committees, arranging elections for these committees when necessary, and filling vacancies as they occur.
- n) To coordinate the Teachers Federation's communication strategy with particular emphasis on the website and Social Media.
- o) The Deputy Secretary (Communications and Administration) salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

Officers and staff responsible to the Deputy Secretary (Communications and Administration):

Communications Officer

Aboriginal Education Coordinator

Women's Coordinator Trade

Union Training Officer

Membership and Training Officer

All clerical support staff allocated to support these Officers and clerical staff directly supporting the Senior Officers

Deputy Secretary (Post Schools)

The Deputy Secretary (Post Schools) is expected to be directly involved in the performance of the duties allocated to his/her unit. He/she is to assume responsibility for providing support to TAFE TA.

On behalf of the General Secretary, to exercise the General Secretary's powers in relation to the following:

- a) Organisation of all campaigns involving post school groups; including TAFE, Corrective Services, National Art School, Bradfield College and Forest Hill.
- b) Campaigns for the recruitment, retention and activism of members in these areas.
- c) Assist Associations in implementing campaigns as necessary.
- d) Delegate the coordination and organisation of campaign and other tasks to specific Officers.
- e) Liaise with other groups regarding campaign issues including appropriate national bodies.
- f) To be responsible for the dissemination of information on campaigns in the posts school areas to all Officers and members.
- g) To prepare campaign material in the unit's area in conjunction with other Officers.
- h) Be responsible for planning, leading, assisting and organising the work of Officers and staff within his/her span of responsibilities.
- i) Assist Organisers in handling disputes including attendance at consultation sessions, where necessary.
- j) The organisation of Department of Education/TAFE/Federation consultation sessions and meetings with the appropriate employer representatives, for members covered by the unit.
- k) Ensuring that priorities as set down by the Senior Officers, Executive, Council and Conference are carried out in regard to the areas covered by the Officers listed below.
- l) The training of Officers within the unit in consultation with the Deputy Secretary (Communications and Administration).
- m) Process incoming mail on TAFE and other post school matters so that industrial issues are dealt with by TAFE Organisers, or other appropriate Federation Officers.
- n) To coordinate material for the website in this area.
- o) To ensure that members in specialised areas are allocated and adequately serviced by Organisers.
- p) The Deputy Secretary (Post School Education) salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

Officers responsible to the Deputy Secretary (Post Schools):

TAFE Organisers

All clerical support staff allocated to support these Officers

Deputy Secretary (Research, Industrial and Professional Support)

The Deputy Secretary (Research, Industrial and Professional Support) is expected to be directly involved in the performance of the duties allocated to his/her unit.

On behalf of the General Secretary, to exercise the General Secretary's powers in relation to the following:

- a) Ensuring that priorities as set down by the Senior Officers, Executive, Council and Conference are carried out in regard to the areas covered by the Officers listed below.
- b) Be responsible for planning, leading, assisting and organising the work of Officers and staff within his/her span of responsibilities.
- c) To analyse and strategically plan for the support role of this unit in all Federation campaigns.
- d) To coordinate the work of Officers and staff in the section in the preparation, presentation, negotiation and advocacy of collective industrial claims including before the Industrial Relations Commission and other tribunals.
- e) On authority from the General Secretary and the Legal Cases Committee and when agreed, coordinate the work of Officers and staff in the section in the research, preparation, presentation and advocacy of individual matters. This can include before industrial and other tribunals.
- f) To coordinate the work of Officers and staff in the preparation and presentation of research and submissions for the Federation.
- g) The operations of the Professional Support section.
- h) To coordinate the Federation's role in meetings of the Consultation Committee with the Department of Education.
- i) The training of Officers within the unit in consultation with the Deputy Secretary (Communications and Administration).
- j) To understand and assist with the duties required of Research/ Industrial Officers and where appropriate, to perform these duties.
- k) To be responsible for administrative support of the Federation's campaigns and activities.
- l) The Deputy Secretary (Research and Industrial) salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

Officers responsible to the Deputy Secretary (Research, Industrial and Professional Support) :

Research/ Industrial Officers

Professional Support Officers

All clerical support staff allocated to support these Officers

For the purpose of Rule 23. 1 (a) the nomenclature shall be:

Deputy Secretary (Schools)

Deputy Secretary (Communications and Administration)

Deputy Secretary (Post Schools)

Deputy Secretary (Research, Industrial and Professional Support)

For the purpose of Rule 23 .1 (c) the order of election shall be as follows:

Deputy Secretary (Schools)

Deputy Secretary (Communications and Administration)

Deputy Secretary (Post Schools)

Deputy Secretary (Research, Industrial and Professional Support)