

## **Role Statements as required by the Rules for the Triennium 2025-2027**

### **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 (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 their 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 their 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 section in consultation with the Deputy Secretary (Operations).
- 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 P1 rate, plus relevant allowances.

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

Research/ Industrial Officers

Professional Support Officers

Work, Health and Safety Officer

All administrative support staff allocated to support these Officers

### **Deputy Secretary (Organising)**

The Deputy Secretary (Organising) is expected to be directly involved in the performance of the duties allocated to their 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 DS Communications and Campaigns.
- f) Be responsible for planning, leading and work organisation of all Officers and staff within their 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) Training of Officers within the section in consultation with the Deputy Secretary (Operations).
- 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 (Organising) salary and rate of pay is set at P1 rate, plus relevant allowances.

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

City Organisers  
Country Organisers  
Multicultural Officer/Organiser  
Lead TAFE Organiser  
TAFE Organisers  
All administrative support staff allocated to support these Officers

The Lead TAFE Organiser will co-ordinate the day to day operations of TAFE Organisers and associated clerical staff.

### **Deputy Secretary (Communications and Campaigns)**

The Deputy Secretary (Communications and Campaigns) is to be directly involved in the performance of the duties allocated to their unit.

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

- a) Be responsible for planning, leading, assisting and organising the work of Officers and staff within their sphere of responsibility.
- b) 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.
- c) Work with other officers, including Presidential Officers and the Deputy Secretary (Organising), to strategically develop campaign plans.
- d) To coordinate the Teachers Federation's communication strategy with particular emphasis on the website and social media.
- e) Liaise with external suppliers, such as creative agencies and research companies to support campaign development and design where appropriate. Develop and manage Federation's recruitment programs and campaigns in collaboration with the Membership and Training Officer and Trade Union Training Officer, including Project Officers.
- f) Supervise Federation's Future Teacher program in collaboration with the Membership and Training Officer – including development of relationships with Universities, Future Teacher Scholarships, knowledge of the Professional Experience arrangements and related matters.
- g) Explore training and development opportunities of the Trade Union Training Program.
- h) Training of Officers within the section in consultation with the Deputy Secretary (Operations).
- i) Oversee and support the work and associated processes / policies of Federation's Travel section.
- j) The Deputy Secretary (Communications and Campaigns) salary and rate of pay is set at P1 rate, plus relevant allowances.

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

Communications Officer  
Trade Union Training Officer  
Membership and Training Officer  
All administrative support staff allocated to support these Officers

### **Deputy Secretary (Operations)**

The Deputy Secretary (Operations) is expected to be directly involved in the performance of the duties allocated to their unit.

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

- a) Be responsible for planning, leading, assisting and organising the work of Officers and staff within their sphere of responsibility.
- b) To coordinate the organisation of Annual Conference, Council and Executive, special conferences,

- meetings and seminars in conjunction with other appropriate Officers.
- c) The implementation of Annual Conference, Executive and Council decisions.
  - d) To have overall responsibility for conduct of all Federation ballots, except Administrative Officer elections.
  - e) To be responsible for ensuring that Federation Committees and Special Interest Groups have the administrative assistance to function effectively.
  - f) To oversee the administrative work associated with Officer leave, work rosters, and other conditions of employment.
  - g) 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.
  - h) To act as a Secretary of the Rules and Structures Committee.
  - i) To consult with the appropriate Officers and staff on the introduction and operation of technology in the Federation including information systems.
  - j) The organisation and implementation of training for Officers and staff in consultation with the appropriate Officers and staff.
  - k) To monitor Federation representation on external committees, arranging elections for these committees when necessary, and filling vacancies as they occur.
  - l) Collaborate with the Deputy Secretary (Communications & Campaigns) to support the Trade Union Training programme.
  - m) The administration of the Federation records, printing and distribution of Federation material, and general staff liaison.
  - n) The supervision of membership records and general records system. The Deputy Secretary (Operations) salary and rate of pay is set at P1 rate, plus relevant allowances.

Officers responsible to the Deputy Secretary (Operations):

Aboriginal Education Officer

Disability Officer

Women's Officer

All administrative support staff allocated to support these Officers and staff directly supporting the Senior Officers, Information Technology as well as Distribution and Records.

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

Deputy Secretary (Research, Industrial and Professional Support)

Deputy Secretary (Organising)

Deputy Secretary (Communications and Campaigns)

Deputy Secretary (Operations)

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

Deputy Secretary (Research, Industrial and Professional Support)

Deputy Secretary (Organising)

Deputy Secretary (Communications and Campaigns)

Deputy Secretary (Operations)