

actate

ACT Association for the Teaching of English

Committee Member Duty Statement

Focus

A committee member supports the work of the Association and the executive.

Link to AATE Key Result Areas (KRAs)

This role links to the AATE KRAs of advocacy in implementing English curriculum, pedagogy and professional standards and of professional collaboration.

Summary of Position

- Attending approximately six executive meetings each year
- Coordinating at least one professional learning session per year in co-operation with another member/s of the executive
- Assisting in furthering the aims of the organisation in a practical way when needed, eg helping with mailouts, collection of monies at in-services, providing information for website
- Contributing to planning the yearly professional learning calendar of ACTATE
- Raising ACTATE's profile within the profession, eg by word-of-mouth advertising of ACTATE PD
- Representing ACTATE in public forums when required

Time Commitment

Approximately one and half hours per month over a year

Endorsement

I understand the requirements, expectations and commitments inherent in this position and agree to fulfil them to the best of my ability.

Signed

Date