

**EDUCATION ASSOCIATION OF SOUTH AFRICA (EASA)
OPVOEDKUNDE VERENIGING VAN SUID-AFRIKA (OVSA)**

EXECUTIVE COMMITTEE OF EASA

Activities and Duties (2013)



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1. EASA EXECUTIVE COMMITTEE ACTIVITIES

Key matters (other than the standing items: SAJE, Finance, up-dated paid-up membership tally, WERA report back) to serve at each of the three Executive meetings:

1.1 First meeting of the year: usually just before the conference commences:

- a. The conference host for the next year
- b. The conference Awards Evening, the protocol and each Executive member's task for the evening

Finalise the agenda of the AGM

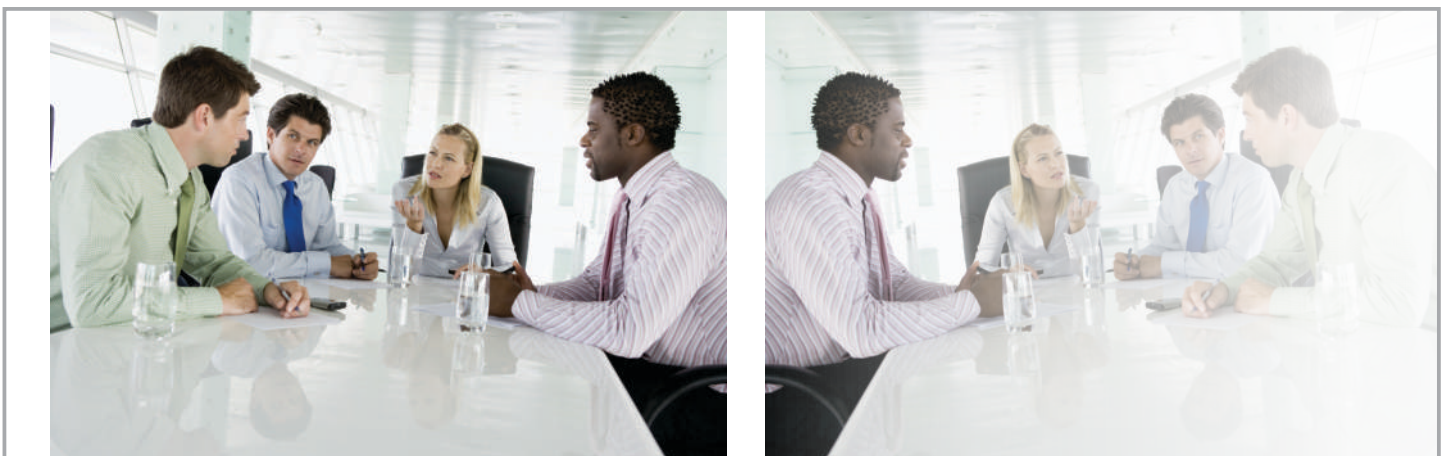
- c. Co-opting members onto the EASA Executive.
- d. Finalise, approve audited financial statements of EASA and SAJE.
- e. Decide on conference convener for upcoming year's conference.

1.2 Second meeting of the year: usually in March

- a. Report back from the conference host, including conference proceedings.
- b. How the invitation for nomination of research awards, incoming chair person will be made known.
- c. Follow-up on Interest Group Motions flowing from Annual General Meeting.

1.3 Third meeting of the year: usually in October

- a. Scrutinizing the nominations for the research awards received and deciding on the three candidates.
- b. Scrutinising the nominations for incoming chair to be taken forward to the AGM.



2. DUTIES OF EASA CHAIR PERSON

- a. This is a one year term.
- b. Represent EASA competently and as necessary during year as chair, with the support of the Exco. Funding to this end is the Chair's responsibility.
- c. Represent EASA in various forums with the support of the EXCO.
- d. If EASA representation at WERA forms part of a chair's term of office (depending on cycle of EASA representation at WERA), then funding to this end is the Chair's responsibility.
- e. Chair AGM during annual conference.
- f. Chair Exco meetings (usually three: March, October, January).
- g. Receive nominations for EASA awards and incoming chair. Facilitate discussion relating to these awards / nominations at October Exco meeting.
- h. Hand over EASA awards at EASA annual conference during Gala Function.
- i. Encourage membership of EASA.
- j. Make EASA's activities known in the local media (in conjunction with Exco).
- k. Draft and present Chairperson report.
- l. Communicate awardee decisions, and appointment decisions to relevant persons.
- m. After EXCO finalising and approving the audited financial statements at the end of the financial year, together with the treasurer sign off these statements.

3. DUTIES OF EASA INCOMING CHAIR PERSON

- a. This is a one year term.
- b. Attend EASA executive committee meetings (normally in January, April and November). Attendance is financed by the incoming chair.
- c. Attend EASA annual conference. Attendance is financed by the incoming chair.
- d. Network and communication with other EASA executive committee members to facilitate activities /communiqué/functions.
- e. Keep EASA webpage up-to-date (in collaboration with EASA secretary and webmaster).
- f. Write two electronic newsletters to members (June / November) in order to keep members up-to-date on EASA news.
- g. In the absence of the Chairperson at EXCO meetings and other forums, will act as chair
- h. If elected in 2012/2015 (thus president in 2013/2016), represent EASA at WERA meetings (probably two per year). This representation will be for a period of three years (i.e. for the year in which this person chairs EASA, acts as outgoing chair, and the year thereafter – 2013-2015; 2016-2018). This representation will not be financed by EASA.

4. DUTIES OF EASA OUTGOING CHAIR PERSON

This is a one year term.

- a. Attend EASA executive committee meetings (normally in January, April and November). Attendance is financed by the outgoing chair.
- b. Support Chair.
- c. Network and communication with other EASA executive committee members to facilitate activities /communiqué/functions
- d. Attend EASA annual conference. Attendance is financed by member.
- e. If EASA representation at WERA forms part of an outgoing chair's term of office (depending on cycle of EASA representation at WERA), then funding to this end is the Chair's responsibility.
- f. Attend Exco meetings (usually three: March, October, January).
- g. Encourage membership of EASA.

5. DUTIES OF EASA TREASURER

- a. This is a three year term.
- b. Keep a set of financial records that include a Cash Book, Audited financial statements, cheque book, deposit book, bank statements, vouchers, invoices, statements, summary of page fees received from authors, and any other pertinent financial information related to the Association.
- c. Draw up on a regular basis a Cash Book to reflect all monies received and all payments made.
- d. Make payments supported with the necessary supporting documents/minutes of meetings to institutions and individuals that render services to the Association.
- e. Deposit all monies received in respect of membership fees and page fees (where applicable).
- f. Prepare statements of receipts and payments reflecting the bank balances prior to Association meetings, or on request. The statement should clearly differentiate the activities of SAJE from other activities of the Association.
- g. Advise the Executive Committee and make recommendations (where applicable) of the cash position of the Association.
- h. Liaise and advise the secretary on matters relating to membership fees collected and outstanding.
- i. Liaise and advise the SAJE administrative clerk relating to page fees received and still outstanding.
- j. Ensure on an annual basis that the financial records are audited by a firm of Accountants and Auditors approved by the Executive Committee. The financial statement should clearly differentiate the activities of SAJE from other activities of the Association (These statements will be accompanied by a brief written explanation that makes jargon and accounting procedures clear).
- k. Report and obtain approval of the Audited Financial Statements from the Executive Committee at an Executive Committee Meeting.

- l. Report and obtain approval of the Audited Financial Statements from the members at the Annual General Meeting.
- m. To liaise with the SAJE editor on all matters pertaining to the finances of the journal.
- n. The treasurer would act on decisions made by EXCO and not only the Chairperson. The same will apply to expenditure made on behalf of EASA.
- o. The treasurer must compile a statement of receipts and payments, and separate statements of income and expenditure for SAJE and EASA to be presented at every EXCO meeting during the year.

6. DUTIES OF EASA SECRETARY

- a. This is a three year term. Preparation of agendas in consultation with the chair.
- b. Send meeting invitation (date, place and agenda) to all members concerned.
- c. Send minutes of the previous meeting and agenda to all concerned.
- d. Reminder about the meeting to all, either e-mail or most effective SMS. Help chair with arrangements.
- e. Prepare the report handouts, make copies on minutes of previous meeting, agenda printouts etc. Distribute all copies during the meeting to members.
- f. Keep the attendance register, minutes book etc. ready before the meeting.
- g. Recording the minutes is the most important responsibility of the secretary during the meeting.
- h. Prepare minutes within 2 weeks after the meeting.
- i. Send a copy to the chair before it is send out the rest of the EXCO meeting.
- j. Keep record and regularly update information on members (new/registered) in electronic format.
- k. To assist in collecting EASA membership fees at all EASA and SAERA conferences.

Communication with members

- l. Send notes or any other communications to members as requested by the EXCO.
- m. Send out reminders for member fees.
- n. Attend to member enquiries.
- o. Keep member list updated.
- p. Keep receipt of member fee payments.
- q. Communicate with treasurer on a regular basis.

Other Tasks

- r. Order of research medals.
- s. Documents management – (compiling and storing).
- t. Liaison with SAJE editorial team and with the treasurer on financial matters pertaining to the Association.

7. DUTIES OF EASA CONFERENCE REPRESENTATIVE

- a. Attend EASA executive committee meetings (normally in January, April and November). Attendance is financed by the member.
- b. Support Chair.
- c. Network and communication with other EASA executive committee members to facilitate activities /communiqué/functions
- d. Inform EXCO at each meeting on the progress of the arrangements of the EASA conference.
- e. Exco lunch/dinner before the conference is sponsored by the conference host.

8. DUTIES OF EASA CO-OPTED MEMBER

- a. Attend EASA executive committee meetings (normally in January, April and November). Attendance is financed by the co-opted member.
- b. Support Chair.
- c. Network and communication with other EASA executive committee members to facilitate activities/ communiqué/functions.
- d. Attend EASA annual conference. Attendance is financed by member.

7. DUTIES OF SAJE EDITOR

- a. This is a five year term.
- b. Attend EASA executive committee meetings (normally in January, April and November).
- c. Support Chair.
- d. Network and communication with other EASA executive committee members to facilitate activities /communiqué/functions.
- e. Attend EASA annual conference. Attendance is financed by member.
- f. Draft an Annual report and present at Annual general Meeting at EASA conferences.
- g. To liaise with the treasurer on all matters pertaining to the finances of the journal.
- h. To liaise with EASA executive committee on any SAJE issues.



EXECUTIVE COMMITTEE OF EASA

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