



**Outdoor Educators' Association of Queensland**  
*"Developing the people who deliver Outdoor Education in Queensland"*  
1194 Yabba Creek Rd Imbil, Queensland Australia 4570  
Phone: +61 7 5484 5433  
E [oeaq@oeaq.org.au](mailto:oeaq@oeaq.org.au)  
W [www.oeaq.org.au](http://www.oeaq.org.au)  
Secretary: Mark Munnings

**NOMINATION FORM: MANAGEMENT COMMITTEE**

NAME: .....

ADDRESS: .....

.....

.....Post Code:.....

TELEPHONE:[W]..... [H].....

FAX: ..... [Mob] .....

E-MAIL: .....

ORGANISATION: .....

NOMINATING FOR: .....

[Executive position]

SECONDED BY: [a] ..... [Signature]

..... [Name]

[b] ..... [Signature]

..... [Name]

DATE: .../.../08

Please send, fax or email these nomination forms back to The OEAQ  
Secretary Mark Munnings by Friday the 10<sup>th</sup> of October, 2008

## **Summary of Executive Roles and Responsibilities**

### **President**

It is an expectation of the President to:

- Promote and represent the Association at outdoor and education related functions
- Establish goals for the future of the Association
- Attend bi-annual National and State conferences
- Deliver opening address and welcome at bi-annual State conference
- Attend teleconferences
- Inform, support and guide OEAQ representatives in their roles within the Association
- Deliver report for the Annual General Meeting
- Induct any new executive representatives and on various OEAQ procedures and expectations within their roles

### **Treasurer**

It is an expectation of the Treasurer to:

- Control Accounts payable
- Deliver Treasurer's report at the Annual General Meeting
- Control Auditor's report
- BAS statements
- Liaise with Administration Officer
- Bank reconciliations
- Attend teleconferences

### **Secretary**

It is an expectation of the Secretary to:

- Attend executive meetings and teleconferences
- Record and distribute minutes of meetings
- Control all correspondence to do with Outdoor Education matters
- Delegate financial correspondence to Administration Officer
- Arrange and minute at least 6 teleconferences/face to face meetings per year
- Maintain up to date membership details

## **Editor**

It is the expectation of the Editor to:

- Proof-read any publication containing the OEAQ logo eg. E-News, Brochures, letters, posters.
- Periodically peruse the website and update anything required.
- Liaise with Publicity Officer regarding publication of Horizons.
- Review all document and return or forward on in a realistic time frame.

## **Corporate Partner Coordinator**

It is the expectation of the Corporate Partner Coordinator to:

- Promote and invite Corporate Partnerships through networking with potential partners.
- Organise sponsors welcome at bi-annual Conference.
- Liaise with Admin Manager regarding payment of sponsors.
- Responsible for issuing Corporate Partner information package and follow-up contact to existing and potential sponsors.
- Liaise between Conference Convener and sponsors regarding their display requirements.
- Be present while sponsors set up displays.
- Liaise with Editor and publicity officer to promote communication between corporate partners and the membership.

## **Publicity Officer**

It is an expectation of the publicity officer to:

- Email OEAQ members update information that is relevant to Outdoor Education.
- To maintain the photo gallery on the website
- Create articles of news interest for members and non-members and place these in the news section of website
- Archive news items on the website
- To direct all other inquiries within OEAQ to those holding the appropriate positions
- To publicise and promote OEAQ
- To manage the re-design and development of the website
- Work with the Editor and administration officer to produce the Horizons journal
- Liaise with website manager & admin officer regularly to keep up to date