



ASEA Committee Roles and Responsibilities

Chairperson:

The ASEA chairperson is responsible for facilitating meetings and ensuring core values and vision are being sustained, and all usual roles of a chairperson.

Vice-chairperson:

The ASEA vice-chairperson acts as the deputy to the chairperson and takes their place when they are absent or otherwise unable to undertake the duties.

Secretary:

The ASEA secretary is responsible for keeping and distributing minutes of meetings, communicating meeting times with committee members, and compiling reports for the AGM and all usual roles of a secretary.

Treasurer:

The ASEA treasurer is responsible for managing bank accounts for classes and all usual roles of a treasurer.

Membership officer:

The ASEA membership officer is responsible for holding a membership drive at the start of a school year, maintaining membership records, communicating with new members and using the membership booking system.

Communications officer:

The ASEA communications officer is responsible for using Wix to maintain the ASEA website and creating a quarterly newsletter with any stories and upcoming events from the stream or private Waldorf schools in SA, or any other information from the Waldorf community. This includes liaising with school/community contacts approximately 4-6 weeks before the newsletter is due to be sent out. The ASEA communications officer is also responsible for updating the ASEA social media channels.

Fundraising officer (one per school/initiative):

The ASEA fundraising officer is responsible for assisting the facilitation of class fundraising. Many classes run fundraising BBQs in the community and the officer is the main liaison person between the class and the location (eg Bunnings) and also helps provide information on how to run a BBQ. They also store and manage (keep stocked) the BBQ 'kit' (two plastic tubs). It also involves managing the TryBooking account and Square account, and helping classes use these for any fundraiser they are doing (not just BBQs), and ensuring the insurance policy is up to date.

Instrument loan officer:

The ASEA instrument loan officer is responsible for maintaining ASEAs pool of loan instruments. This includes assessing instrument loan applications, communicating with families that have loaned instruments, organising maintenance/repair of instruments as needed.

Public Officer:

The Public Officer monitors any correspondence or notices from Consumer and Business Services or other government agency, and all usual roles of a Public Officer.

Committee member (Committee Members will only be elected if there are less than 9 members in formal roles):

ASEA committee members are responsible for attending committee meetings and taking part in decision making.