

ASCILITE SECRETARIAT Position Description

ROLE OVERVIEW

The ASCILITE Secretariat proactively manages the day-to-day operations of the Society and provides support to the ASCILITE Executive Committee and the membership on a part-time basis.

The areas of responsibility (and approximate time contribution) for the role may be broadly described as follows:

- Executive support (15%)
- Membership management (15%)
- Fiscal administration (15%)
- Business administration (15%)
- Small events management (10%)
- ICT infrastructure management (10%)
- ASCILITE Webmaster (15%)
- TELAS Administration (5%)

SKILLS

- Self-supervisory skills:
 - Prioritize own tasks in relation to organizational needs
 - Be highly organized in relation to file management (Outlook, MS-office, MS-teams, Wordpress)
 - Respond to Executive needs in a timely manner
 - Manage the day-to-day operations of the society without direct supervision
 - Interpret and implement Executive decisions and preferences without day-to-day supervision
 - Decide on important developments that must be reported to the Executive for further consideration
 - Prioritize and action tasks according to organizational and Executive needs
 - Maintain monthly timesheets of all activities by day and time taken for each task
- Problem solving & planning skills:
 - Solve administrative, technical and operational problems with limited external assistance or supervision
- Communications skills
 - Prepare and respond to emails from varied sources in a well-articulated, succinct and timely manner
 - Prepare written reports as required that are well structured and coherent
 - Prepare appealing promotional materials for member events, mostly in the form of email broadcasts and website-based event notifications
 - Apply advanced English writing and grammatical skills
- Advanced Microsoft Office skills:
 - Word document and report preparation and tracking and the extensive use of styles in formatting documents

- Excel data manipulation and sorting, use of formulas and occasional graphs in relation to data analysis
- Outlook prioritizing of emails, use of calendar invites and folder management
- Management of the MS Teams environment for collaboration among Executive members
- Intermediate Xero/Dext skills:
 - Invoice creation and reconciliation (as Institutional accounts become due)
 - Payments processes and reconciliation (month)
 - Account and financial report preparation with an understanding of P&Ls, Balance Sheets, GST and other transactional reports.
- Online design, layout and formatting skills:
 - Advanced WordPress skills in relation to template customization, page/blog layout, styling and color schemes
 - Photoshop or other imaging software skills in relation to image optimization, resizing and image adjustments for organizational websites, email services and occasional promotional images for the ASCILITE, TELAS and TELall sites.
- Online technical skills:
 - Advanced WordPress skills in relation to the use of templates, plugins and troubleshooting
 - Ability to create, embed and manage WP forms consistent with website styling and ability to export submission lists for data analysis and financial audits
 - Familiarity with hosting services and website hosting infrastructure through cPanel or a similar dashboard, e.g., domain and sub-domain configurations, server-side file management, installation and updating of security certificates and email configuration, etc.
 - Low level HTML, CSS and PHP skills in relation to minor corrections, troubleshooting and customization of code.
- Touch typing @ minimum 35 words per minute (90% accuracy).
- Familiarity with Zoom, Mailchimp, Mailman, and CPanel, an advantage.

SPECIFIC RESPONSIBILITIES:

Membership Management	
1. Individual membership management	• Process individual membership subscriptions. • Maintain and update the membership spreadsheet ensuring that contact details, membership type and key subscription dates are accurate and current. • Monitor and record member opt-outs. • Maintain a member renewal notifications system to ensure timely notification to members and payment of membership fees. • Attend to any enquiries from members regarding their membership and member services.
2. Institutional membership management	• Manage ASCILITE's institutional membership subscriptions, member quotas and lists.

	• Maintain institutional membership records with payment and renewal dates, contact details and other key data. • Create and manage customized member sign-up forms, auto generated confirmations and welcome pages for unlimited memberships. • Generate institutional invoices and ensure timely payment of membership fees. • Liaise with institutions regarding their membership quotas, nominated staff details and annual renewals.
3. Membership communications	• Compile, write and/or edit, proofread and disseminate the ASCILITE fortnightly bulletin. • Manage the technical aspects of ASCILITE's social media communications and platforms. • Format & proofread TELall blog posts. • Moderate online comments for the TELall blog.
4. AJET support	• Provide low-level technical support when requested from authors who are submitting papers to the journal.
Business Operations	
1. Document Management	• Maintain accurate and up to date operational documentation, including accurate historical information on conferences, meetings and membership. • Coordinate the compilation of the Annual President's Report and Treasurer's Report. Write substantial sections of the report and edit draft contributions from the Executive, AJET and Special Interest Groups. • Maintain current versions of major documents such as (but not limited to) Memorandums of Understanding, the New Executive Welcome & Induction Guide. • Maintain and control the tracked changes of all major documents under revision. • Finalize the formatting and layout of all ASCILITE major documents by ensuring the proper use of standardized Microsoft styles. • Ensure that all ASCILITE documents intended for public view are professionally branded, including reports, bulletins, announcements and certificates.
2. Business Development	• Contribute to Executive discussions concerning ASCILITE business. • Contribute suggestions to improve the delivery of ASCILITE member services and business operations.

	Contribute to discussions on the development and maintenance of ASCILITE's Strategic Plan and the alignment of activities to that plan.
Events management	
1. Meeting Agendas	- Draft Senior Executive discussion points and full Executive meeting agendas for discussion and finalization. - Schedule Executive meetings and calendar invites. - Compile agendas and supporting materials/discussion papers and disseminate both to meeting participants. - Transcribe and disseminate meeting minutes. - Maintain the Executive action log.
2. Meetings Logistics	- Organize accommodation, meeting venues, room logistics and catering for face-to-face Executive meetings as requested. - Manage Executive expense reimbursements resulting from face-to-face meetings - Monitor meeting costs and budgets. - Organize Executive bi-monthly online meetings.
3. Annual General Meeting	- Prepare the AGM meeting agenda consistent with constitutional rules and by-laws. - Prepare and distribute all supporting documentation for the AGM. - Organize the AGM meeting and transcribe the AGM meeting minutes.
4. Conference	- Monitor conference income and expenses against forecast budgets and historical data. - Review conference committee reports and ensure the best interests of ASCILITE are being managed. - Obtain delegate registration lists from the conference organizers and integrate joining members with the membership database. - Ensure that conference registrations capture all critical information and cater for required discounts and comps. - Ensure regular promotion of the conference through ASCILITE's bulletin and social media. - Ensure conference organizers submit key conference data on registrations, submissions and sponsorships.
Executive Support	
1. Executive Portfolios	Provide pro-active support to each of the President and other Executive committee members in relation to their respective portfolios by providing historical data, optional strategies, technical resources, other documentation and suggestions where required.

	Respond in a timely manner to actionable requests from the Senior Executive and other committee members
2. Executive Elections	- Prepare and manage the call for nominations to the Executive Committee each year as per the constitution. - Prepare the Executive election poll each year. - Act as the Returning Officer and organize election polls as per the constitution. - Manage the schedule for nominations, voting and election results.
3. Activity reports	- Respond to ad-hoc action requests by email with an estimate of when the actions can reasonably be completed. - Maintain and submit monthly timesheets of all activities by day with the time taken for each task.
Fiscal Administration	
1. Financial processing and reporting	- Manage payment of all invoices and ensure appropriate procedures for payments in accordance with the Constitutional By-Laws. - Input all ASCILITE financial transactions in Xero. - Review submitted expense claims for accuracy and document compliance. - Maintain member payment reconciliations through ASCILITE's payment gateway (stripe) and Xero. - Download transaction reports from Stripe as needed. - Maintain and update the ASCILITE calendar year P&L spreadsheet. - In consultation with the Treasurer, prepare the annual ASCILITE forecast budget and monitor actual vs forecast income and expenditure throughout the year.
2. Financial management	- Provide advice and suggestions to the Treasurer regarding ASCILITE income, expenditure and financial planning and projections. - Monitor ASCILITE's term deposits and any other long-term investments. - In consultation with the Treasurer, develop and review financial policies to ensure they are consistent with the constitution and by-laws.
3. ATO compliance	- Ensure all bookkeeping is executed according to ATO rules and proper accounting standards. - Provide fiscal year financial information to ASCILITE's accountant and liaise with the accountant to prepare the society's annual reconciled financial statements.

ICT Infrastructure	
1. Web server technologies	• Maintain domain registrations and configurations across all domains such as ASCILITE, TELAS and TELall. • Maintain hosting accounts and liaise with providers to resolve any technical issues. • Monitor the security of ASCILITE's servers by maintaining security certificates (SSL), the use of HTTPS, installation of security related utilities and plugins and other measures. • Monitor software installations and updates. • Use cPanel to maintain functionality of all hosting accounts including email accounts, bandwidth and storage quotas across all domains and sub-domains. • Set-up and configure conference sub-domains each year. • Troubleshoot and resolve server-side issues with support from ASCILITE's service provider.
2. Webmaster services	• Maintain the overall infrastructure of ASCILITE's range of WordPress websites: ○ ASCILITE ○ TELall ○ TELAS ○ Several SIGs ○ Past and current conferences • Select, install and maintain suitable WP plugins and troubleshoot plugin issues across all websites. • Perform minor PHP, CSS and HTML edits to troubleshoot issues and to customize sites as required. • Build, customize and configure WP forms as required so that ASCILITE forms are styled consistently. • Identify and implement technical solutions to meet any communication needs identified by the Executive.
3. Website content	• Manage all content across ASCILITE's websites to ensure that it is current and accurate. • Manage the page layout and navigation of the websites. • Liaise with the Executive and membership to obtain up to date website content as required.
4. Email management	• Ensure that the Secretariat mailbox is properly organized in relation to folders and that the mailbox is backed-up at least once per month to an external HDD.

	• Ensure that all important meetings and other activities are recorded in the Outlook calendar and that calendar invites are sent and managed where required. • Maintain the server-side Executive mail list.
5. Graphic design	• Resize, repurpose and modify where required images and other graphics elements used for online platforms, e.g. blog, website and MailChimp images and logos. • Ensure that consistent styling and branding is maintained across ASCILITE's online platforms.
6. Mailchimp Service	• Format and upload current membership lists to ASCILITE's email service. • Prepare, write, edit and send fortnightly member bulletins, occasional special announcements and other member emails. • Prepare, write, edit and send special announcements as required.
7. Blackboard Collaborate/Zoom	• Establish, configure and maintain Collaborate rooms for those community groups such as SIGs that use the account. • Assist SIGs and presenters in the use of Collaborate/Zoom when necessary. • Provide assistance where necessary to maintain ASCILITE's Zoom licenses. • Download, save and upload all webinar recordings and session descriptions to ASCILITE's YouTube channel and website.
External Relations	
1. Maintain working relationships with relevant tertiary education providers, commercial suppliers and professional bodies.	• Draft MOUs and revise existing MOUs between ASCILITE and other professional associations. • Respond to enquiries from external stakeholders/bodies on an as needs basis.
2. Manage publicity, media and other external enquiries.	• Work with MoU organisations to promote agreed activities organized by ASCILITE or the MoU organisation. • Maintain communications with MoU organisations in relation to ASCILITE activities.