

MESA Council Roles

DUTIES OF THE SECRETARIAT	DUTIES OF TREASURER	DUTIES OF THE MESA REPS	DUTIES OF PRESIDENT
<p>General</p> <ul style="list-style-type: none"> -Support to Reps and council -Support to members -Finds opportunities to create interest in Marine Education and MESA, building marine awareness and actions and membership. 		<ul style="list-style-type: none"> -Takes part in MESA decisions and management, including working groups. -Is the key MESA representative in your state and will bring to MESA an individual set of skills, experience and approach relevant for you and your state. -Establishes a State Network of marine educators etc and plans and delegates. -Finds opportunities to create interest in Marine Education and MESA, building marine awareness and actions and membership. 	<ul style="list-style-type: none"> Takes part in MESA decisions and management, including working groups. -Is the key MESA representative -Finds opportunities to create interest in Marine Education and MESA, building marine awareness and actions and membership.
<p>Mail:</p> <ul style="list-style-type: none"> Redistribute, Record, Actioning, Reply 	Actioning, reply	Actioning, reply	Actioning, reply
<p>Telephone:</p> <ul style="list-style-type: none"> Answer actioning, reply 			
<p>Emails:</p> <ul style="list-style-type: none"> -Checks and responds to weekly emails from president AND Mesa council -Checks website and forums weekly and responds when requested -Read, redistribute, actioning, reply 	<ul style="list-style-type: none"> -Checks and responds to weekly emails from secretariat and president -Checks website and forums weekly and responds when requested 	<ul style="list-style-type: none"> -Checks and responds to weekly emails from secretariat and president -Checks website and forums weekly and responds when requested 	<ul style="list-style-type: none"> -Checks and responds to weekly emails from secretariat and president -Checks website and forums weekly and responds when requested
<p>Money in:</p>		-Provides receipts etc to the secretariat for funds	

<ul style="list-style-type: none"> -Deposit at bank, -Classify -Record 		provided for activities	
<p>Money out:</p> <ul style="list-style-type: none"> -Collate bills,Classify -Obtain approval to pay -Get signatures,Post 			
<p>Reports:</p> <ul style="list-style-type: none"> -Bank statements -Grants reconciliations -GST – BAS -Yearly audit -Fair Trading and Business Affairs yearly report -Budget -Secretariat reports 	Treasurers report annually AGM	MESA Reps report annually AGM	Presidents report annually AGM
<p>Membership:</p> <ul style="list-style-type: none"> Database of members Letters: Welcome new members Renewal letters Seaweeek follow-up Mailing at post office Brochure State activities 		<ul style="list-style-type: none"> Recruitment drive ongoing -Welcome new members - Receives, contacts and maintains contact with the members in your state. -Organises and reports on state activities 	

<p>Undercurrents -Canvases for articles -Support to the editor</p>		<p>-Contributes to each undercurrents or arranges for some contributions</p>	
<p>Website -Support the web manager -Canvases for resources -Sponsorship</p>		<p>Contributions to Website regularly</p> <ul style="list-style-type: none"> • News • Activities • Links 	<p>Contributions to Website regularly</p> <ul style="list-style-type: none"> • News • Activities • Links
<p>Meetings and Teleconferences -Call for meetings <ul style="list-style-type: none"> • Agenda • Minutes -AGM – notice 21 days prior and within 30 days of audit completion</p>			

<p>Conference</p> <ul style="list-style-type: none"> -Accounting -Planning <ul style="list-style-type: none"> Speakers Venue & catering -Brochure -Bookings <ul style="list-style-type: none"> Conference Pre & Post activities Travel -Accommodation 		<ul style="list-style-type: none"> -Attends National Conference(half airfare paid by MESA) 	<ul style="list-style-type: none"> -Convenor -Planning <ul style="list-style-type: none"> Speakers Venue & catering -Brochure -Bookings <ul style="list-style-type: none"> Conference Pre & Post activities Travel -Accommodation
<p>Seaweed</p> <ul style="list-style-type: none"> -Planning & budget -Source -Funding -Accounting -Poster -Brochure -Sponsorship 		<ul style="list-style-type: none"> - Key State Seaweed person and works however it relevant and useful to your State on Seaweed news, information, activities, events etc. -Planning and running activities -Assistance with and contributions to resource development -Source Funding 	<p>Source Funding</p>
<p>Coordinating state activities</p>		<ul style="list-style-type: none"> - Inspires initiates and plans actions/activities relevant to your state. -Activities planned and reported through out the year 	