

The logo for the Statistical Society of Australia features the text "Statistical Society of Australia" in a dark blue, sans-serif font. The text is positioned to the right of a thick blue L-shaped line that starts vertically on the left and then turns horizontally at the bottom. Each letter in the text has a small blue dot above it.

# Statistical Society of Australia

## Executive Committee Member Position Descriptions

This document outlines the expected activities of members of the SSA's Executive Committee. It will be updated as required. These position descriptions are intended as a guide rather than as a prescriptive set of rules. Descriptions are written for each of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Vice President Media & Communications
- Vice President Membership
- Vice President Finance
- Branches' Representative
- Section Coordinator
- Continuing Professional Development Chair
- Early Career & Student Statisticians Network Chair

## President

The President is elected to the role for two consecutive years, preceded and followed by one year as Vice President: a four-year term on the Executive Committee in total. The President leads and represents the Society, and provides overall leadership for the Society. They make key decisions about governance, strategic direction and spending. They work closely with the project officer and the executive. They should strive to keep the society active and provide value for current members, as well as considering ways to help the society grow.

In general, the President is responsible for setting the direction of the Society, in consultation with the members of the Executive Committee. The President of the Society has a responsibility to lead the statistical community of Australia, and may recommend the formation of sub-committees and the introduction of initiatives as they see fit.

Specific duties include:

- Chairing Executive Committee and Central Council Meetings
- Chairing the Annual General Meeting of the Society
- Chair the Awards Committee, and notifying winners. Further, the President may award one President's Award for Leadership in Statistics during their two-year term.
- Provide a written report for the Central Council and AGM
- Help to choose members for key committees, including conference and Accreditation committees.
- Being familiar with the Rules and Regulations of the Society, and act in accordance with these Rules and Regulations.
- They will keep in regular contact with the executive officer to discuss the day-to-day running of the society, including membership and the web page.
- Representing the Society on various national and international committees, including the Australian Academy of Science's National Committee for Mathematical Sciences, and, the Committee of Presidents of Statistical Societies and Friends (COPSS and Friends). They may represent the society at official events organised by these committees or by Science Technology Australia, and will be expected to provide a written report for the annual COPSS and Friends meeting, although may be represented by another society member at the meeting, which usually takes place at the Joint Statistical Meetings in North America. They are a visiting member of the Australian Council of Heads of Mathematical Sciences (ACHMS), and provide a written report for the annual meeting, although another executive member can attend this meeting on their behalf.

- The president should keep a close eye on the society's finances and work with the treasurer and VP finance on important financial issues and any necessary reforms.
- The president should keep a close eye on member numbers and investigate any drop-off in numbers working with the VP for membership.
- Ideally, they should be a member of any sub-committee that is concerned with the society's governance or strategic direction.
- They will occasionally be asked to respond to queries about statistical matters from government, NGOs or other societies. Sometimes this involves writing a formal response. They may also need to write responses to national inquiries on statistical matters. These letters can be jointly written with members of the executive or members with relevant expertise.
- They should attend the national conference and ideally also the Young Stats conference.
- Ideally, they would communicate informally with members about recent events and the members' feelings towards the society.
- They may occasionally write articles for the newsletter to make members aware of key issues. They may occasionally write articles for The Conversation.
- They keep in contact with the Australian Bureau of Statistics to discuss common issues and any ABS-SSA strategic funding.
- Ideally, the president would have previously served in a branch executive position, as this is useful experience in the goals and workings of the society.

## **Vice-President**

The Vice-President has two one-year terms: the first precedes their two-year Presidential term, and the second follows their Presidential term. In their first year as Vice-President, the Vice-President prepares for their Presidential term, and in their second year as Vice-President, they mentor the incoming President. The Vice-President should refer to the position description for the President and familiarise themselves with that position description.

Specific duties include:

- Chairing meetings when the President is unavailable
- Attending meetings of external groups when the President is unavailable
- Support the President in the performance of their duties as required.

## Secretary

The Secretary is one of the elected members of the Executive, elected for a period of two years at the Central Council AGM. The Secretary may serve more than one two-year term consecutively.

In general, the Secretary's role and responsibilities relate to the smooth and efficient running of the Society, while ensuring conformance with the Rules and Regulations of the Society and the regulatory requirements of being an Incorporated Association registered in the ACT.

The day-to-day running of the Society is in the hands of the Executive Officer, so the Secretary must liaise closely with the Executive Officer. The Secretary must also liaise with the President, particularly on matters relating to the governance of the Society.

Specific aspects of the Secretary's role include

- Acting as line manager to the Executive Officer
- Attending Executive Committee meetings, Central Council meetings, and Society AGMs.
- Attending other meetings called from time to time that require the presence of the Society's elected executives.
- Approving the Executive Officer's draft agenda for, and minutes of, Executive Committee meetings.
- Preparing notices of meetings and meeting agendas for Central Council and Society meetings (with the President's approval).
- Preparing minutes of Central Council and Society meetings.
- Signing formal SSA certificates and accompanying letters for accreditation and for Service Awards
- Preparing notices to members calling for nominations for Executive Committee positions and for the various SSA awards.
- Acting as facilitator to the Awards Committee.
- Liaising with the ANZJS Management Committee.
- Being a member of the Appeals Committee for appeals against Accreditation Committee decisions.
- Preparing submissions to the ACT Government regarding changes to the SSA Rules.
- Being aware of ACT Government announcements regarding Incorporated Associations.

## Treasurer

1. The Treasurer is responsible for the Society's finances. This entails:
  - a. Authority for payments and for the orderly management of receipts, deposits, investments and the issuing of invoices.
  - b. Formal responsibility for maintaining sets of accounts, and for receiving the reports of auditor into the probity and regularity of account keeping for each 12 month period.
2. For routine business of the Society, these functions are delegated to the Executive Officer who will consult with the Treasurer on any matter of policy, or concern where the status of a transaction is unclear or likely to be challenged in executive.
  - a. Notwithstanding this delegation the Treasurer must ensure that the Society is at all times solvent while trading. Where risk of insolvency is real - for instance through the non-performance of a contract, or unexpected liability - the Treasurer will inform the President and other office holders of the circumstances, and advise of precautionary measures
  - b. In this regard, the Treasurer budgets for an operating reserve, for instance liquidity approximately aligning with annual gross income
    - i. The disbursement of any surplus or margin above this agreed on reserve should be relatable to goals identified in the Society's strategic plan; otherwise argued for and minuted clearly as a resolution of the Executive
3. The Treasurer reports each month on the state of finances and provide a written report to the Society's AGM, and the AGM of Central Council, based on audited accounts for performance over the financial year just past
  - a. Also at the AGM the Treasurer moves for the appointment of an auditor for the coming year, recommends rates of subscription for the next calendar year, based on performance and on trends in membership or other shifts in receipts or operational costs
4. The Treasurer is expected to advise on financial model for Society activities taking account of questions of equity across branches and sections, and classes of member or attendance

## **Vice President (Media and Communications)**

This aims of this position are to:

- Set the SSA up for sustained membership growth
- Globally increase the visibility and relevance of the SSA to its members
- Globally increase the visibility and relevance of the SSA to the media and general public

***The VP for Media and Communications leads the development, planning, and implementation of media and communication strategies for the society.***

The VP works very closely with the SSA executive officer and the SSA President to i) create compelling social media content (i.e. visual and written content primarily for SSA's social media accounts) and ii) supporting the development of marketing and communication strategy to promote the SSA.

The VP also oversees the work of a team of media and communication officers that helps with day-to-day activities on the society's social media account, such as, Twitter, Facebook, LinkedIn, etc.

### **Duties:**

- Posting of events and newsletter content on social media
- Setting up of branch events on Facebook.
- Overseeing activities on the ANZSTAT forum
- Editing of seminar videos and uploading to the YouTube & SSA website
- Monitoring of external news, media releases, and relevant websites to source content to identify upcoming events and opportunity for SSA members.
- Updating the SSA Executive Officer with members' news and awards
- Constant liaison with other SSA branch secretaries and media officer to offer media support
- Assisting the President with creation and editing of media releases etc.
- Responding to external media enquiry (if any)
- Updating terms of use and guidelines for social media use

### **Desirable skills:**

- Creativity
- Time management – ability to prioritize tasks and lead a team
- Knowledge of social media platforms
- Familiarity with video-editing software
- Familiarity in creating content, such as designing infographics (use of Adobe Spark, Illustrator – not essential).

## **Vice President (Membership)**

This aims of this position are to:

- Enhance benefits for SSA members
- Increase attractiveness of SSA membership
- Increase member numbers
- Decrease membership attrition

***The VP for Membership coordinates the development, planning, and implementation of society membership benefits at the national level.***

This role focuses on national initiatives, but has regular liaison with Branches (who are focused on planning local activities that bring benefit to members) through engagement with Branch Membership Officers.

Duties:

- Identify useful initiatives and, following Executive Council approval, make them happen (with support from the Executive Officer)
- Organise and chair quarterly meetings with SSA Branch membership officers
- Coordinate the SSA webinar series (including sourcing speakers and chairing webinars as necessary)
- Obtain feedback from members, including leading the (currently) annual membership survey
- Work with the VP for finance as necessary in considering membership fees and categories
- Regular reporting to the SSA Executive and Central Council on planned or considered initiatives

## **Vice President (Finance)**

The aim of this position is to examine and action ways to substantially and sustainably increase the revenue of the Society. The VP (Finance) works very closely with the SSA executive officer, VP (Membership), SSA President and the rest of the SSA executive to ensure that Society's meets its objectives and delivers benefits to the Society members.

### **Duties:**

- Identify and create opportunities for revenue raising;
- Assess potential of these opportunities through analysis and benchmarking to other similar minded organisations;
- Identify and assess value for money for opportunities that require substantial financial support;
- Review opportunities to ensure that they are consistent with Society's values and objectives in collaboration with the rest of the executive;
- Develop implementation plans for the opportunities approved by the Society's executive;
- Actively contribute to the Society's executive operations.

### **Desirable skills and qualities:**

- Interest in furthering the goals of Statistical Society
- Analytical and research skills
- Strong communication and team working skills
- Financial and organisational acumen



## **Branches' Representative**

The Branch Presidents' Representative represents the Branches of the Society at the monthly Executive Committee meetings, and will be one of the Branch-appointed Central Council delegates, appointed to Central Council by their Branch. This person will usually be a Branch President or Branch Vice President. The Branch Presidents' Representative will act as a link between the Executive Committee and all other Branch-appointed Central Council delegates, and will usually hold the position for one to two years.

The formal rules concerning branches are in Section 8 of the Society's rules, available [here](#).

The specific duties of the Branch Presidents' Representative include the following:

- In the fortnight prior to the Executive Committee meeting, the Branch Presidents' Representative will contact all Branch-appointed Central Council delegates to request updates on Branch activities and on any issues that Branches would like the Executive Committee to discuss. The contact details of Branch-appointed Central Council delegates is available from the Executive Officer of the Society.
  - o This contact may be via email, but when there are particular issues that require discussion, the Branch Presidents' Representative may schedule a meeting of Branch-appointed Central Council delegates.
- The Branch Presidents' Representative will provide a written report to the Executive Committee with Branch updates and issues, uploaded to the meeting repository one week prior to the meeting.
- The Branch Presidents' Representative will attend the Executive Committee meeting, and lead the discussion of the issues raised by Branches. When the Branch Presidents' Representative is unavailable to attend the Executive Committee meeting, they may appoint another Branch-appointed Central Council delegate to attend in their place.
- In the week following the Executive Committee meeting, the Branch Presidents' Representative will update the Branch-appointed Central Council delegates with the Executive Committees thoughts on the issues raised by the delegates and any other relevant information that was raised at the meeting.
  - o This other relevant information may include details of the Society's financial position, membership numbers, news from Sections, and information about Society events.
- The Branch Presidents' Representative will remind branches to submit their report for the quarterly central council meetings, and will attend Central Council meetings (required of all Branch-appointed Central Council delegates).

- The Branch Presidents' Representative may, from time to time, liaise with the Section Coordinator and Continuing Professional Development Chair, to encourage greater cooperation between Branches, Sections and the CPD as appropriate.

## Section Coordinator

The Section Coordinator represents the Sections and Networks of the Society. They will attend the monthly Executive Committee meetings, and will usually be a chair, co-chair or vice-chair of an SSA Section or Network. The Section Coordinator will act as a link between the Sections and Networks, and between the Executive Committee and the Sections/Network.

The Section Coordinator is an important position in the society. Active sections are a great way for the society to retain and attract members.

The Section Coordinator is one of the most connected roles in the Executive and the meetings with Section Chairs are a good opportunity to discuss new ideas and recent developments. The Section Coordinator should consider equity and diversity in their decisions.

The position will usually be held for one to two years, but shorter time frames are negotiable. If the Executive Committee feels that current Section Coordinator is unable to commit to the role, in the first instance, the SSA President will discuss this with the Section Coordinator. If necessary, a new Section Coordinator may be sought. The Section Coordinator is invited to take the role by the President. At the end of their term, the Section Coordinator may suggest a new Section Coordinator to the Executive. They should also provide a written or verbal hand-over to the incoming Coordinator.

The formal rules concerning sections are in Section 1 of the Statistical Society of Australia's Regulations, available [here](#).

The specific duties of the Section Coordinator are:

- Provide monthly reports to the Executive Committee on the activities of the Sections and Networks, ideally uploaded to the meeting Dropbox one week prior to each Executive Committee meeting. These reports will usually be written and may be the minutes of Section meetings.
- The Section Coordinator will usually schedule and minute meetings every two months (or more frequently as required) between the chairs of Sections and Networks, where recent and planned activities of the sections will be discussed, and questions for the Executive will be raised. At these meetings possibilities for events joint across different sections may be raised.
- The Section Coordinator will transmit requests for funding from the Sections to the Executive Committee, and liaise between the Sections and Executive Committee regarding these requests.

- The Section Coordinator will attend Executive Committee meetings, Central Council Meetings, and the AGM, and lead the discussion of the issues raised by Sections. When the Section Coordinator is unavailable to attend the Executive Committee meeting, they will ask another Section Chair to attend in their place.
- In the week following the Executive Committee meeting, the Section Coordinator will update the Section Chairs with the Executive Committee's thoughts on the issues raised by the Sections and any other relevant information that was raised at the meeting.
- The Section Coordinator will remind Sections and Networks to submit their report for the quarterly central council meetings, and will collect nominations for Section Chairs, who are elected at the AGM each year.
- The Section Coordinator will facilitate communication between Conference Committees and Section Chairs. Each Section is expected to organise a session at the Australian statistical conferences that take place every two years, and conference Local Organising and Scientific Programming Committees may request that the Section Coordinator seek proposals from Sections.
- Should members wish to create new Sections the Section Coordinator may facilitate communication between the member and the Executive Committee.
- The Section Coordinator will, with the Branch Presidents' Representative and the Continuing Professional Development Chair, facilitate communication between the Branches, the Sections and the Continuing Professional Development Committee. The Society is very keen to encourage greater cooperation across all aspects of the Society.

## Continuing Professional Development Chair

The Continuing Professional Development Chair (CPD Chair) chairs the CPD committee of the Statistical Society of Australia. The CPD committee's purpose is outlined at <https://www.statsoc.org.au/Continuing-professional-development>, and the CPD Chair is tasked with ensuring that the responsibilities of the CPD committee there outlined are met.

The CPD Chair position will usually be held for two years, but shorter time frames are negotiable. If the Executive Committee feels that current CPD Chair is unable to commit to the role, in the first instance the SSA President will discuss this with the CPD chair. If necessary, a new CPD Chair may be sought.

The CPD Chair is an important position in the society. Our members consistently report that continuing professional development is a key reason why they join the society. Courses help retain members and can attract new members.

The CPD Chair should consider equity and diversity in their decisions. The society aims to offer courses that appeal to a range of members, and that are delivered by a diverse range of speakers.

At the end of their term, the CPD Chair may suggest a new CPD Chair to the Executive. They should also provide a written or verbal hand-over to the incoming Chair.

In addition to the responsibilities of the CPD Committee outlined on the SSA website, the CPD Chair will also:

- Provide reports to the Executive Committee on the activities of the CPD Committee, ideally uploaded to the meeting Dropbox one week prior to each Executive Committee meeting. These reports will usually be written and may be the minutes of CPD Committee meetings.
- The CPD Chair will usually schedule monthly CPD Committee meetings.
- The CPD Chair will attend Executive Committee meetings, Central Council Meetings, and the AGM, and lead the discussion of the issues raised within the CPD Committee. When the CPD Chair is unavailable to attend the Executive Committee meeting, they will ask another member of the CPD Committee to attend in their place.
- The CPD Chair will be responsible for submitting an annual report of CPD activities to be distributed to all members at the AGM.
- The CPD Chair will, with the Section Chair Representative and the Branch Presidents' Representative, facilitate communication between the CPD, Branches, and Sections. The Society is very keen to encourage greater cooperation across the Society.

## Early Career & Student Statisticians Network Chair

The Early Career & Student Statisticians Network (ECSSN) is Australia's premier group dedicated to the needs of early career statisticians. The group's aim is to provide a forum for networking and exchanging information for student and early career statisticians from around Australia and promote their interests to the broader community.

The ECSSN Chair is a national position on the Society's Executive and Central Council Committees. The ECSSN Chair is a two-year term.

The ECSSN Chair is responsible for:

- Working with the ECSSN representatives of each state
- Identifying important national issues facing ECSS
- Building collaborations with external ECSS-related organisations
- Organising ECSS-related events. This includes:
  - The national biennial Early Career & Student Statisticians Conference (ECSSC)
  - ECSS conference dinner at the Australian Statistical Conferences in the alternate years
  - Social and networking events
  - Competitions, such as the Poster Pitches, 3 Minute Thesis Events and writing competitions
  - Workshops, such as science communication writing courses
- Writing newsletter articles or designing infographics to promote ECSSN-related events, where appropriate
- Raising new and innovative ideas with the Executive and Central Committees that help ECSS and to promote statistics
- Seek out appropriate student-related sponsorships (e.g., student discounts at food or beverage outlets for SSA student or transitional membership cardholders)
- Maintaining ECSSN social media accounts and content, including:
  - Twitter ([https://twitter.com/ssa\\_ecssn](https://twitter.com/ssa_ecssn))
  - Facebook (<https://www.facebook.com/SSA-Early-Career-Student-Statisticians-Network-112777257208286/>)
  - Instagram ([https://www.instagram.com/ssa\\_ecssn/](https://www.instagram.com/ssa_ecssn/))

Furthermore, the ECSSN Chair is responsible for identifying any concerns or gaps in the services offered by the Section to our members. To ensure the Section is in alignment with the requirements of ECSS, the ECSSN Chair will organise an annual, end-of-year survey, which will be distributed by SSA's general newsletter and ECSSN's social media platforms.