



ABN 96 439 156 002

## **Roles of Committee Members**

### **Policy**

#### 1. General:

- a. The Association has a committee of management to ensure the smooth functioning of the Association and in compliance with the provisions of the Associated Incorporations Act 1981.
- b. Some of these positions are required by the terms of the Act and these are the executive committee, others are appointed by the committee from among their number, or, in the event that numbers are insufficient from the general membership.
- c. Each year at the Annual General meeting of the Association all positions are declared vacant and elections are held as required by section 23 of the Rules of LTAV (hereafter called the rules). This election elects each of the officers of the Association known as the executive committee and the ordinary members of the committee. The ordinary members of the committee may be appointed by the committee to fulfil specific tasks on the committee but the committee can elect to be guided in these appointments by the members present at the AGM.
- d. The Roles of ordinary members of the committee can be changed at the committee's discretion.



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2. The Role of the committee (section 20 of the rules):
  - a. shall control and manage the business and affairs of the Association; and
  - b. may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - c. subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association
3. Roles of the executive:
  - a. The President
    - i. Shall chair all Annual General Meetings of the Association
    - ii. Shall chair all Special General Meetings of the Association
    - iii. Shall Chair all meetings of the committee of management of the association
    - iv. Shall, ex officio, chair meetings of subcommittees at which he or she is present.
    - v. Shall prepare the agenda for all General and committee meetings of the Association.
    - vi. Shall provide a written President's report at all meetings of the Association and of the committee of management.
    - vii. Shall provide a President's report for each edition of Lablines.
    - viii. Shall.in the event of a tied vote at a committee or general meeting exercise a casting vote.

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- b. The Vice-President:
    - i. Shall carry out the duties of the President at any time when the President is not present or is unable to carry out these tasks.
  - c. The Secretary:
    - i. Shall act as the public officer of the association.
    - ii. Shall take and keep minutes of all committee meetings and general meetings of the Association.
    - iii. Shall take custody of the common seal of the Association. (Section 33 of the Rules)
    - iv. Shall ensure that the register of members is kept. (see Section 5 of the Rules).
    - v. Shall accept all incoming correspondence on behalf of the Association.
    - vi. Shall send such correspondence as the committee of management directs.
    - vii. Shall ensure that archival records are kept.
  - d. The Treasurer:
    - i. Shall establish and maintain such financial accounts as are required by the standards in the Association's rules, or shall ensure that such accounts are established and maintained.
    - ii. Shall ensure that issuing invoices, receiving payments and paying bills on behalf of the association is done in a timely and accurate manner.
    - iii. Shall present a financial report for each committee meeting and for the Annual General Meeting.
    - iv. Shall manage any book keeper employed by the Association, ensuring that all terms of that employment are met.
4. Ordinary members. Ordinary committee members may be appointed to any of the following positions and may have more than one job. These positions and the duties associated with them may be altered from time to time by the committee.

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- a. The Immediate Past President:
  - i. Shall assist the President and vice-President on procedural matters.
  - ii. Shall deputise for the vice-President when he or she is unavailable to stand in for the President.
  - iii. This position will only exist in the year following
- b. The Membership Officer
  - i. Shall receive and process applications and renewals for membership to the Association.
  - ii. Shall maintain the register of members on behalf of the Secretary
  - iii. Shall report to committee meetings with the details of any new members for consideration
- c. The LABLINES Editor
  - i. Shall collect/write material for the newsletter, format it and arrange for printing and distribution to members.
  - ii. Shall sell advertising space in the newsletter and advise the treasurer of such sales so that they can be invoiced.
  - iii. Shall advise deadlines for each edition of the newsletter.
  - iv. Shall ensure that Association information is correct and current
- d. LABLINES Distribution Officer:
  - i. Shall assist the LABLINES Editor by packing and posting each edition of LABLINES
- e. The Publications Officer:
  - i. Shall maintain stocks of all current LTAV publications and take orders for these and, invoicing of customers for these sales.
  - ii. Shall advise the committee of the need to revise publications as the need arises.
  - iii. Shall arrange printing or production of the Association's current publications as the need arises.

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- iv. Shall maintain records of all sales and expenses and backorders and provide a summary of these to the treasurer monthly
    - v. Provide a written report to the committee on publications
  - f. The Safety Officer(s):
    - i. Shall advise the committee on matters of safety for the profession.
    - ii. Shall maintain knowledge of current safety legislation and codes of practice
    - iii. Shall ensure that members' enquiries about laboratory safety are answered.
    - iv. Shall report to the committee on activities in these areas of responsibility.
  - g. The Animal Ethics Officer:
    - i. Shall be the Association's representative on the Victorian Schools Animal Ethics Committee.
    - ii. Shall advise members on animal ethics matters.
    - iii. Shall advise the committee on animal ethics matters.
  - h. The Regional Liaison Officer:
    - i. There may be more than one person appointed to this position with responsibility for specific regions, for example rural and metropolitan.
    - ii. Shall be the first point of contact between the regional representatives and the committee.
    - iii. Shall assist regional representatives in arranging regional activity funding.
    - iv. Shall advise the committee on regional matters.
    - v. Shall chair an annual meeting of regional representatives in conjunction with LABCON
  - i. Relieving Technician Officer
    - i. Shall maintain a register of relieving Laboratory technicians
    - ii. Shall provide copies of this as needed

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- j. The Website Officer :
  - i. Shall be responsible for the maintenance of the Association's website.
  - ii. Shall coordinate with the membership officer, the treasurer and the conference organiser regarding electronic registrations and membership matters.
- k. The List server Moderator
  - i. Shall be responsible for the maintenance of the list server. (see list server policy)
  - ii. Shall enforce LTAV policy in relation to the list server.
- l. The SETA delegates
  - i. SETA delegates are appointed by the committee to exercise LTAV's voted at SETA
  - ii. Shall represent the Association at Science Education Technicians' Australia (SETA) meetings.
  - iii. Shall report to the committee on the activities of SETA.
  - iv. Shall advise the committee on any other national matters.
- m. The Policy Officer:
  - i. Shall write and maintain policy documents that accurately reflect the determinations of the committee on policy matters.
  - ii. Shall advise the committee on policy matters as needed.
  - iii. Shall provide members and outside stakeholders with information regarding the Association's policies.

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