



ABN 65 979 686 445

**PO Box 480
Cairns North
QLD, Australia, 4870**

**Email: secretary@parasite.org.au
Tel: +61 7 42321311**

www.parasite.org.au

ASP Council Position Description

President

May 2020

ASP President

President: The President shall normally preside at all meetings of the Society and Council and shall, besides his/her ordinary vote, have a casting vote in case of equality of votes; be an ex officio member of all committees apart from the Bancroft-Mackerras Medal Committee; and perform all duties that properly devolve upon the chief administrative and presiding officer of the Society.

Form an executive:

- All executive members to obtain a CommBank Business account and co-authorise all spending with one other member of the Executive.

Chair ASP AGM and all ASP Council meetings

- (1) The following business must be conducted at each Annual General Meeting of the Society:
 - (a) receiving the Society's financial statement, and audit report, for the last reportable financial year;
 - (b) presenting the financial statement and audit report to the meeting for adoption;
 - (c) electing members of the Council;
 - (d) appointing an auditor or an accountant for the present financial year.
- (2) The following business may also be conducted at each Annual General Meeting of the Society:
 - (a) receipt of reports from Editors, Convenors, Archivists, Secretariat and subcommittees; and
 - (b) review and debate of any action or decision by the Council, with any such action or decision subject to change by an affirmative vote of two-thirds of the members present and eligible to vote, provided also that Society action does not involve commitment, obligation, or payment of funds on which the Council has already acted in accordance with its duly invested authority and responsibility.

Membership

Consider all new membership applications and advise their outcome as soon as possible.

ASP Council

Advise all ASP Council candidates about the ASP's public liability insurance.

Other

- Projects as they arise i.e. PARASite
- Review Fellowship nominations

Awards

- Present BMM winner at AGM and review BMM Committee appointments as necessary:
- Act as Convenor of the J.F.A. Sprent Prize Selection Committee and present the John Frederick Adrian Sprent Prize at AGM (if awarded).
- Present Fellowship awards at the AGM (if awarded).

ASP 2020 – 2029 Strategic plan

- Oversight of the overall running of The Society and ensure the implementation of the 2020 – 2029 Strategic plan (short term, medium term and long term) and future strategic plans. See more about the Strategic Plan 2020-2029 and actions on the website

www.parasite.org.au/the-society/asp-strategic-plan/

President-Elect: The President-Elect shall assume the office of President upon completion of his/her term of office and perform such other duties as the Society, Council, or President may assign to him/her or to the office of President-Elect.

Vice-President: The Vice-President, who shall be the immediate Past-President, shall function in lieu of the President in the event of the latter's absence or inability for any reason to discharge or perform any duty or responsibility of his/ her office or that ordinarily devolves upon it. He/she shall

also perform such duties as the Society, Council, or President may specifically assign to him/her or to the Office of Vice-President.

ASP Council Meetings

The ASP Council will meet four times per year. Usually two meetings are virtual, held online, and two are face-to-face where possible.

Mid Term Meeting (MTM)

- MTM is usually held late January or early February. ASP Secretary will arrange the location, meeting room and arrange accommodation, depending on cost and availability.
- Dinner was arranged for the night before the meeting.
- Airfares reimbursed to members.
- Overnight (or more if required) accommodation and economy airfares are paid for by ASP for each Council member.

End of Term Meeting (ETM)

- The ETM occurs before the AGM and is usually held day before the start of the annual Conference.
- All accommodation is paid for the Executive (President, Treasurer and Executive Secretary).
- One night's accommodation is paid for each other Council member.