



**ABN 65 979 686 445**

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

**Email: [secretary@parasite.org.au](mailto:secretary@parasite.org.au)  
Tel: +61 7 42321311**

**[www.parasite.org.au](http://www.parasite.org.au)**

## **ASP Council Position Descriptions**

### **State/Territory representative**

May 2020

## **ASP State and Territory representative**

The State and Territory representatives will be elected for a single term and may not serve more than three consecutive terms.

The role of a State representative is to engage and communicate with their State's membership and be the representative of ASP members within their state on the ASP Council.

Duties of the State and Territory representatives are to attend four ASP Council Meetings per year, including the End of Term Meeting held prior to the AGM and the Mid Term Meeting held around January/February each year. These representatives have voting rights on the ASP Council and provide reports to Council and the Newsletter.

### **State representative main tasks:**

#### **Outreach**

- Send ASP State/Territory Outreach applications to the ASP Secretary for consideration.
- Engage in ASP outreach activities (this will vary considerably across the country). This may include being involved in National Science Week, World Malaria Day, Open day activities, ASP outreach events.
- Bring along ASP Banners/publicity material for outreach events.
- Deliver the Undergraduate student award for institutions within that state or territory.

#### **Communication**

- Communicate upcoming events to members.
- Communicate changes in ASP decisions/constitution that affect members.
- Communicate upcoming ASP funding opportunities.
- Communicate ASP resources available.
- Communicate ASP/IJP et al. through social media.

#### **Newsletter**

- Write State updates for Newsletters.
- Keep track of State funding/award successes.

#### **Member Management and Recruitment**

- Approaching lapsed members to renew (via Secretariat).
- Outreach events to recruit new members.
- Instructions for Wild Apricot for State Members.

### **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.