

ALCA National Liaison Officer (ANLO)

The role of ANLO is to liaise with the State Branches/groups and isolated members of National ALCA then report back to the National Board of Branch/group member activities. The ANLO is appointed by and accountable to the ALCA National Board.

REQUIREMENTS

The ANLO is appointed by the National Board of ALCA and is accountable to them, and to the members of ALCA.

The ANLO will have:

- have demonstrated experience with the management of ALCA, or another professional organization at National, State or Branch level;
- high level communications skills;
- basic computer skills (email, internet, Word)

FUNCTIONS AND RESPONSIBILITIES

The ANLO will:

- Assist with the development of new branches across Australia in conjunction with the National Board
- Act as liaison between ALCA Branches / Groups and the National Board
- network with the Branches / Groups to:
 - promote branch development
 - advocate for the membership
 - assist with communication between the branches / groups and relevant working groups
 - point of liaison between the branches and the Board
 - Receive information on any forthcoming events from the branches and promote their advertising through the Board, the web and Galaxy.
- Promote effective communication within the Board by
 - Identify areas of conflict within the Branch and where the conflict cannot be resolved, seek appropriate mediation through the Board
 - Fostering a positive working relationship with other Branches
 - Orient the incoming ANLO to the role and transfer all relevant materials and files to the incumbent within a month of taking office.
 - Receiving copies of all Branch minutes and forwarding them to the Board

- Presenting a written report to the National Board for each Board meeting, relating key issues and events occurring at Branch level;
- Liaising with the Editor of ALCA Galaxy providing information about Branch activities, achievements and a calendar of events;
- The ANLO operates with a degree of autonomy however is required to cc all outward correspondence to a nominated Board member. In the event that there is concern that any correspondence may not be in ALCA's best interests, the material under dispute is to be reviewed by the Board prior to distribution.
- Orient the incoming ANLO to the role and transfer all ALCA materials and files to the incumbent within two weeks of taking office.

EQUIPMENT REQUIRED

- Telephone
- Email
- Internet
- Printer
- Computer program compatible with current versions of Excel and Word

TERM OF OFFICE

As per the ALCA Constitution, Rule 14.10, a one year term is renewable for up to another three terms (total of 4 years). When circumstances warrant, the ANLO may resign from the position by submitting intention, in writing, to the Secretary at least 30 days prior to the date of resignation. Likewise, when circumstances warrant, the ANLO may be removed from the position at the discretion of the Board with 30 days notice.

Expense Reimbursement:

Communication Allowance - \$150 per annum.

Communication log to be maintained.

Time Commitment

Minimum: approx. 2 hours per week

I _____ have read and accept the requirements of this Position Description.

Signature _____ Dated _ / _ / __