



POSITION DESCRIPTION

Regional Group Coordinator

Position Overview

- Has the responsibility to guide and support the development and operation of Regional Groups throughout Queensland.
- Liaises with the Regional Group Committees to ensure the Regional Group policies and procedures are adhered to.
- Works for the continuing growth and efficient operation of the Regional Groups.
- Shall be a financial member of the Association.
- Should be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

Primary Duties

- Liaise between Regional Groups and the Co-ordinating Committee. Ensuring Regional Group needs are addressed.
- Correspond regularly with Regional Groups, forwarding all relevant information regarding such things as professional learning opportunities.
- Work for the continuing growth and efficient operation of the Association via Regional Group formation.
- Liaise with Regional Group Committee contacts in order to assist them to undertake their roles and responsibilities.
- Maintain a contact list of all Regional Group Committee members.
- Present a report to the Co-ordinating Committee each month.
- Support Regional Groups with professional learning events.

- Post Regional Group information and updates to the Association web-site with support from the Web-site committee members.