



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: President
Updated: May 2013

Objective of Position:
(The purpose(s) of the job)

To provide leadership of the QICA executive committee and projects and maintain QICAs high standard of professionalism in all aspects of the role.

Key Responsibilities and Duties
(The duties or tasks performed to achieve the position objectives)

1. Provide leadership for the Executive Committee and QICA members
2. Chair teleconferences
3. Prepare annual Presidents report for AGM
4. Represent QICA on TEQ VIC Signage Committee and QTIC Associations Committee and any other committees/conferences/workshops as directed by the QICA Executive .
5. Provide assistance and feedback on all activities undertaken by the Executive
6. Provide assistance with coordination of annual conference and VIC of the Year Awards
7. Provide hands on assistance at annual conference and VIC of the Year awards eg MC, Welcome, presentations
8. Coordinate nominations for hosting annual conference and Thank you letters to conference hosting nominees
9. Liaise and assist all Executive members as required.
10. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Treasurer

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To maintain high standards of financial record keeping, policy implementation and communication on behalf of the members of the organisation.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. Maintain effective financial record keeping in accordance with government regulations
2. Provide monthly financial statements to committee members
3. Monitor income and expenditure to ensure budgetary restraints are maintained
4. Ensure financial records are audited in compliance with government regulations and procedures
5. Provide audited financial report for AGM
6. Provide relevant financial information to members as requested
7. Ensure all payments are processed and moneys banked in a timely fashion
8. Ensure membership register is maintained and distributed to other committee members in particular the membership officer
9. Liaise and assist all Executive members as required.
10. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Secretary

Updated: May 2013

Objective of Position:
(The purpose(s) of the job)

To carry out all secretariat functions of the Committee; and contribute to the development and growth of the organisation.

Key Responsibilities and Duties
(The duties or tasks performed to achieve the position objectives)

1. Compile Agendas for Executive Committee Meetings and circulate prior to meetings.
2. Record minutes of all Executive Committee meetings/teleconferences.
3. Circulate minutes to all Executive Committee members prior to next meeting.
4. Maintain current contact details of all Executive Committee members.
5. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects
6. Record inwards and outwards correspondence and attend to outwards correspondence as required.
7. Prepare AGM documents and Lodge Annual Returns with the Office of Fair Trading.
8. Other duties as required.

'Bringing Info Centres Together'



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Membership Coordinator

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To ensure all current members are paid by due date and to pursue new members

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. Maintain effective membership record keeping in conjunction with treasurer
2. Produce and provide members with certificates of currency once payment is made
3. Actively recruit and retain new memberships
4. Liaise and assist all Executive members as required.
5. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Conference Coordinator

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To facilitate and coordinate all logistics for the Annual Conference.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. In conjunction with the QICA Executive determine dates of conference by first teleconference.
2. Prepare and maintain conference budget.
3. Source speakers for conference, bearing in mind survey results of previous conference.
4. Source all logistics suppliers for conference and Gala dinner.
5. Prepare draft program for approval by Executive.
6. At each teleconference report on progress.
7. Ensure all details are confirmed to enable registration form to go live on the QICA website.
8. In liaison with President arrange and confirm all logistics for Awards Night Gala dinner.
9. Prepare conference reports for presentation to first Committee meeting following completion of conference.
10. Attend QICA Management Committee meetings; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Mascot Coordinator

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To promote and create opportunities to utilise QICA's mascot Quentin the Quoll and identify future promotions

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. Liaise with QICA Executive and members, to promote Quentin through the VIC network
2. Coordinate and plan Quentin's journeys through the VIC network.
3. Identify opportunities to promote Quentin and QICA and the VIC network
4. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects.



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Newsletter Editor

Updated: February 2012

Objective of Position:
(The purpose(s) of the job)

To Utilise QICA's online HTML email software to send regular email bulletins and newsletters to QICA members and the accredited visitor information centre network

Key Responsibilities and Duties
(The duties or tasks performed to achieve the position objectives)

1. Liaise with QICA Executive and members, VIC Secretariat, the Industry and Tourism and Events Queensland to source content for the *QICA News Bite newsletter*.
2. Utilise QICA's online HTML email software to produce the QICA News Bite newsletter in line with the agreed template format. Newsletter produced monthly.
3. Work with QICA's Webmaster on ways of improving the QICA Executive's communication with members.
4. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects.
5. Maintain and update the contacts list when necessary for QICA members, accredited VIC Network, Tourism and Events Queensland, QTIC, the VIC Secretariat and any other relevant contacts.



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Sponsorship Coordinator

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To coordinate the QICA sponsorship opportunities for both conference and the VIC of the Year Awards.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. To investigate sponsorship opportunities from the commercial business sector
2. To liaise with the treasurer on financial planning for the committee to ensure adequate funds are generated
3. Formulate sponsorship proposals and ensure sponsorship requirements are met.
4. To be responsible for entertaining sponsors and dignitaries at QICA conference
5. To produce follow up literature to sponsors in the form of thank you letters, press coverage & updates in order to encourage on going relationships
6. Where necessary co-ordinate sub-committee, and volunteers to help seek sponsorship through personal contact.
7. Liaise and assist all Executive members as required.
8. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: VIC of the Year Coordinator

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To facilitate and coordinate all logistics for the Annual VIC of the Year Awards.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. In conjunction with the QICA Executive determine dates for nominations, entries, launch.
2. Prepare and maintain budget in conjunction with Treasurer and Conference Coordinator.
3. Maintain and update entry forms and information for entrants.
4. Ensure all details are confirmed to enable entry form to go live on the QICA website
5. Source judges and prepare judging manual/sheets.
6. Collate entries and provide to judges in a timely manner
7. Prepare draft program for approval by Executive.
8. Provide judges feedback to entrants following conference.
9. In liaison with President arrange and confirm details of winners and runners up following judging.
10. Attend QICA Management Committee meetings; contribute to discussion, decision making process and projects



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Webmaster

Updated: May 2013

Objective of Position:

(The purpose(s) of the job)

To maintain QICA website and assist with IT on behalf of the members of the organisation.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. Update and maintain QICA website as required.
2. Assist with technological issues as required.
3. Liaise and assist all Executive members as required.
4. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects