

Guide for New Office Bearers

(Adopted by Council in September 2002, modified in December 2007)

In my role as ATEM President, I welcome you to ATEM as new Office Bearers. This page is designed to assist you in settling in to your new duties. You may have taken office as a member of a Regional Executive Committee, as Regional Chair and therefore a member of Council, or as a member of the Association's Executive Committee.

Regional Executive Committee Members Regional Chairs /Members of ATEM Council

Regional Chairs are expected to attend ATEM Council meetings which occur in March, June, in September at the Annual Conference and in December. The March, June and December meetings are funded by ATEM, but members are expected to fund their own attendance at the conference meeting, either themselves or through institutional support. The meetings usually go from 9.00 or 10.00am to 4.00pm and cover a whole range of issues. Agendas and minutes are published electronically on the ATEM website Delete (in the 'Members Only' section), and you should print these documents from the website to get the most up-to-date copy.

As all of us are volunteers, we rely on each other to get the job done. There are occasionally working parties for which we seek Regional representation, but the key role for Regional Chairs is to take issues for consideration back to your Region and to make sure that the Council has input from Regions to inform its decision making.

ATEM Executive Committee Members

The ATEM Executive Committee meets Delete (at least five times a year, in February, July and December by Teleconference, and) prior to all Council Meetings Delete (in May and September) and at other times by teleconference. The ATEM Secretariat circulates a document which lists all meeting dates for the year. Contact atem1@bigpond.com if you do not have this schedule.

Resources Available

The ATEM web site contains a number of policy documents which will provide some useful information about how the Association operates. The main ones which will assist you are shown below:

ATEM Constitutions http://www.atem.org.au/members/policy_constitution.cfm and
http://www.atem.org.au/members/policy_nzconstitution.cfm

Code of Conduct http://www.atem.org.au/members/policy_code_of_conduct.cfm

Corporate Membership http://www.atem.org.au/members/policy_corporate_membership.cfm

Organisational Responsibilities http://www.atem.org.au/members/policy_organisational_responsibilities.cfm

Finance Manual (especially useful for Treasurers) http://www.atem.org.au/members/policy_finance_manual.cfm

Conference Manual (essential for any Region hosting the Annual Conference)
http://www.atem.org.au/conferences_annual_manual.cfm

Awards and Grants Program http://www.atem.org.au/members/policy_awards_grants.cfm

Institutional Coordinators http://www.atem.org.au/members/policy_coordinators.cfm

Membership Recruitment http://www.atem.org.au/members/policy_membership_recruitment.cfm

Professional Development Framework http://www.atem.org.au/activities_pd_framework.cfm

Strategic Directions Statement http://www.atem.org.au/members/policy_strategic_plan.cfm

ATEM Contacts List: all ATEM Contacts can be found at this address: http://www.atem.edu.au/about_office_bearers.cfm

Welcome to all new ATEM Officer Bearers.

ATEM President