

Executive Position	President	Minimum Requirements:	RTAA Financial Member
Overview	<p>The role of President is one which primarily focuses on leadership of the RTAA. As such the President is accountable to the membership of the RTAA for the overall performance of the Association and for setting the strategic direction of the Association based on the consensus of the membership views.</p> <p>The RTAA President is a voluntary role which requires the incumbent to be flexible in terms of meeting the requirements and needs of the Association; therefore it is not bound to specific days or hours of work input.</p> <p>However, the key criterion for success is a high level of personal professional service to the Association to meet the needs of the RTAA, its Members and those interacting with the RTAA.</p> <p>The RTAA President consults with the other members of the Executive Committee and Members of the Management Committee, however, has the ultimate decision-making authority in relation to actions on behalf of the Association.</p> <p>Statutory obligations:</p>		
Constitutional obligations			
Minimum Time Commitment over the term:	<ul style="list-style-type: none"> - Fortnightly Executive Committee teleconference (30mins/fortnight) - 2 x Management Meetings (3 hours) - 1 x AGM (1.5 hours) - Attendance at RTAA Technical and Networking Events as required - attend, present and develop relationships. Up to 10 days per year, but a core of about 4 days essential - Attendance at RTAA and Industry Events as required, included Field Day, AusRAIL (2 – 3 days) and other miscellaneous events (up to 5 days per year) - attend, present and develop relationships. - Day to day management of the RTAA in conjunction with the Executive Committee and RTAA Business Manager – approximately 1 hour per working day maximum - Field Day Organising Committee – optional, 2 hours per month plus attending the 2-day event. 		
Length of Term	12 months	Term Expires	November 2019
Nominations Accepted by: EMAIL: businessmanager@rtaa.org.au Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
Specific duties:			
a) Support the Secretary (or other role appointed) to discharge their duties prescribed as the Public			

Officer for the RTAA

- b) Ensure that the Association is managed in accordance with Section 26 (6) of the Associations Act by the Executive Committee
- c) Ensure that the RTAA is managed with due diligence and that all decisions taken are in the best interest of the RTAA
- d) Assist the Treasurer in submitting Annual Returns to the Department of Fair Trading
- e) Perform duties as a signatory for the RTAA bank account
- f) Maintain and updating the Constitution, when necessary to ensure legal compliance and reflect the Members requirements
- g) Ensure that the services of a Returning Officer for the AGM and manage nominations through the appointed Returning Officer are completed correctly by the Secretary
- h) Ensure that an up to date and accurate list of membership of the Association, including but not limited to allocation of unique member identification numbers is maintained by the Business Manager.
- i) Ensure that the Treasurer, Secretary and Business Manager have sufficient resources to effectively and efficiently deliver their role on behalf of the RTAA
- j) Attend, contribute and promote the activities and events of the RTAA including
- k) Technical and Networking Events (up to 10 per year)
- l) Field Day Events (1 per 2 year cycle)
- m) Frank Franklyn Young Rail Specialist Award (Annually at the ARIA's)
- n) AusRAIL, including the RTAA Technical Stream (Annually)
- o) ARA – as the representative of the RTAA (up to 4 events per year)
- p) Other industry associations and representative bodies (as required)
- q) Manage the performance of the RTAA Business Manager service provision contract, including performance reviews and providing direction
- r) Work with the RTAA Business Manager on all publications, events and other RTAA activities, as required

Reviewed By:	Thomas Kerr	Date:	4/10/2018
Approved By:	Thomas Kerr	Date:	4/10/2018
Last Updated By:	Lynne Greenaway	Date:	4/10/2018