



GTASA Conference Convener

Position Information Document

POSITION DESCRIPTION

Position Title:	GTASA Conference Convener
Responsible to:	GTASA President
Tenure:	2 years (there will be opportunity to renew, subject to successful appraisal)
Allowance:	\$4000 (per annum)
Function:	The Conference Convener is responsible for planning, organising and managing all aspects of the two-day annual GTASA Conference. The Conference Convener will work collaboratively with the GTASA President and the Conference sub-committee, as well as conference presenters and Educators SA.

GENERAL ROLE DESCRIPTION

GENERAL

The GTASA Conference Convener is expected to:

- Assist the President in fulfilling the aims and goals of the Geography Teachers' Association of South Australia as stated on our website¹ and summarised below:

To promote and support the teaching and study of geography in South Australia

- Cooperate fully with the President and other members of the Executive Committee in keeping with the aims and goals of GTASA.

¹ GTASA website: <http://www.gtasa.asn.au/goals-of-the-gtasa>

- Have an understanding of Geography education philosophy and contemporary approaches to teaching and learning.
- Work collaboratively with the GTASA Executive committee and Educators SA in promoting the GTASA Annual conference
- Communicate and collaborate with workshop presenters, sponsors and conference participants.

SPECIFIC DUTIES

The GTASA Conference Convener is expected to:

- Convene the conference sub-committee, holding regular meetings
- Organise the program for the annual conference, including:
 - Organise keynote speakers, workshop and field trip presenters
 - Sourcing sponsors and trade tables, financial and in-kind
 - Organising gifts for presenters
 - Document creation including running order and workshop blurbs (which describe the workshop and its links to the curriculum)
- Prepare and manage a budget for the conference, and where available apply for funding
- Disseminate information and market the annual conference through various networks including membership mailing lists, social media, Educators SA, TRB, universities and other sources
- Engage with life members and friends of GTASA and invite to attend the keynote address
- Liaise with presenters, conference venue, caterers and participants to ensure all needs are met for the successful running of the conference
- Manage conference bookings through Eventbrite (with the assistance of Educators SA) and generate invoices for registrants
- Collect and collate conference feedback
- Collate materials for the GTASA website both prior to and after the conference
- Present a report to the Executive Committee post the annual conference

PERSON SPECIFICATION

The GTASA Conference Convener is expected to:

- Have a capacity and a desire to actively contribute to the GTASA's aims and goals
- Demonstrate outstanding troubleshooting skills and strong attention to detail
- Be able to work autonomously and as part of a team
- Be self-motivated and self-disciplined
- Have the ability to prioritise tasks
- Demonstrate a positive work attitude
- Have strong interpersonal skills and communicate clearly

KNOWLEDGE AND/OR EXPERIENCE IN

- Highly skilled in ICTs, including use of:
 - Eventbrite, Facebook & Twitter, and other social media
 - Spreadsheets, survey forms
- Geography teaching and education (desirable)

By signing this Position Information Document, you are agreeing to all duties and responsibilities listed.

Joanne Wegener
GTASA President

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(signature)

...../...../.....
(date)

Acknowledged by person selected:

.....
(print name)

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(signature)

...../...../.....
(date)