

APECS Oceania Leadership Roles

Core Leadership Roles

(each role is for a minimum of 1yr)

- **President**
- **National Council Representative/s**
- **Project Coordinator**
- **Treasurer**
- **Secretary**
- **Social Media Coordinator/s**

Core Tasks:

All roles

- Disseminate information to APECS Oceania Council and members via email, including meeting minutes and involvement opportunities

President

- Oversee coordination and management of APECS Oceania events
- Organise meetings with the leadership team when needed and organise council meetings for all APECS Oceania members at least 4 times per year.
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National Council Representative

- Represent APECS Oceania and Oceania's interests to APECS International
- Attend a minimum of 2 APECS International council meetings per year
- Can also participate in APECS International project groups

Secretary

- Organise zoom link for meetings and events
- Take minutes of APECS Oceania meetings and disseminate minutes to appropriate people
- Manage the APECS Oceania gmail account
- Manage APECS Oceania email communications

Treasurer

- Organise and track of APECS Oceania financial matters and opportunities, including:
 - o Keep record of expenditure from APECS Oceania events
 - o Find potential grants to apply for to subsidise Oceania events and coordinate submission of applications
 - o Investigate opening a APECS Oceania account

Social Media Coordinator(s)

- Promote APECS Oceania through a regular presence on social media, including via twitter, facebook and the Oceania website.

Disseminate information, including the following:

- o Promotion of APECS Oceania events
- o Promotion of opportunities for APECS Oceania members
- o Disseminate new findings or research from, or of interest to, APECS Oceania members

- Promote and disseminate information from APECS International as appropriate

Expectations for all roles:

- Attend regular leadership meetings (~6 per year) and email discussions
- Sufficiently fulfil assigned tasks within allocated time frame
- Regularly communicate with council members and project organisers to ensure effective 2-way flow of information
- Treat all members with respect and uphold APECS values in public forums

APECS Oceania Council (no limit to number positions)

Core Tasks:

- Assist APECS Oceania with ongoing or once-off projects, including:
 - Acting as 'Project Leaders' for individual projects
 - Assisting with grant applications
 - Providing feedback and event records appropriate leaders for dissemination to APECS International
- Promote APECS Oceania events and disseminate information via social media, email and word of mouth
- Provide news/ relevant information to ExCom for dissemination via social media

Expectations:

- Attend a minimum of 4 online meetings per year
- Be involved and assist in organisation for a minimum of one project groups per year
- Promote APECS Oceania and assist in the dissemination of information to the wider polar community and general public
- Treat all members with respect and uphold APECS values in public forums

Ideas for projects:

(projects are not limited to these, they could be anything Antarctic related!):

- Social events (such as trivia nights, meet & greets etc)
- Workshops or events tied in with conferences (eg. Ant NZ conference, SCAR OSC)
- Events tied in with local events or Polar Week (such as the Antarctic Day festival in NZ, and Antarctic festival in Hobart)
- Online webinars from guest lecturers
- APECS Oceania Symposium
- Online symposium
- School visits