



## ASC Officer Roles

### Club Officer roles

The club is the most important organisational level of the ASC. It is where most members will spend most of their time focusing their efforts and their learning. Leading your club in any of these capacities can be incredibly rewarding as you get to see immediate and tangible results from your efforts to support your fellow members. Everyone in ASC should at some point take on a role with their club because the benefits are so rich, long lasting, and two-way.

Role	Remit
President	<ul style="list-style-type: none"> <li>• Chair the business meeting on club nights</li> <li>• Coordinate the work of the club committee</li> <li>• Represent the club whenever necessary</li> <li>• Organise the club annual general meeting</li> <li>• Ensure the club's activities conform with the aims and objectives of the ASC</li> </ul>
Development Manager	<ul style="list-style-type: none"> <li>• Produce the club programme</li> <li>• Contribute to club recruitment strategy</li> <li>• Manage promotion of the club to the public</li> <li>• Support club executive members in their various roles</li> </ul>
Education Director	<ul style="list-style-type: none"> <li>• Organise learning activities within the club and arrange events with partner organisations and other clubs</li> <li>• Keep up to date with learning and development initiatives</li> <li>• Ensure full use of The Speakers Guide by club members</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate with the National Education Director and request certificates of achievement for club members</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Take minutes of club meetings and AGM</li> <li>• File club records and archives</li> <li>• Maintain club membership records</li> <li>• Handle club correspondence</li> <li>• Recipient of mailing from the National Secretary</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Ensure financial stability of the club and keeps accounts</li> <li>• Collect subscriptions and capitations fees</li> <li>• Purchase items from the National Materials Officer</li> <li>• Produce an annual balance sheet for scrutiny at the club AGM and examination by a third party</li> <li>• Advise the club on its financial position</li> </ul>
Social Convener	<ul style="list-style-type: none"> <li>• Organise annual club dinner</li> <li>• Coordinate other social events</li> <li>• Welcome guests and visitors to the club</li> <li>• Arrange catering for club meetings</li> <li>• Contribute to club social media activity</li> </ul>
Webmaster	<ul style="list-style-type: none"> <li>• Maintain the club website</li> <li>• Coordinate the club's online presence including social media</li> <li>• Manage club email address</li> <li>• Liaise with National Webmaster</li> <li>• Encourage members to provide regular content updates</li> </ul>

## Area Officer roles

Practical management of the ASC exists here. Supporting collaboration between clubs, facilitating creative partnerships within the ASC and with external partners, encouraging learning and development activities, delivering social events, and translating strategic themes from the Leadership Team into real initiatives for the benefit of members and clubs.

Role	Remit
Area President	<ul style="list-style-type: none"> <li>• Organise and chair team meetings</li> <li>• Deliver a report on their activities</li> <li>• Be aware of initiatives from the Strategic Leadership Team</li> <li>• Support team members to deliver their roles</li> <li>• Coordinate with other Area Presidents in their region and the Regional Coordinator to organise the Regional Contest</li> </ul>
Development Manager	<ul style="list-style-type: none"> <li>• Organise area AGM and contests</li> <li>• Coordinate promotional activities such as website, social media and press work</li> <li>• Support establishment / maintenance of clubs and encourage engagement with leadership awards</li> <li>• Communicate with the National Development Officer</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Take minutes of meetings and Area AGM</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate with clubs</li> <li>• Coordinate area correspondence</li> <li>• Communicate with National Secretary</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Manage the Area bank account</li> <li>• Provide updates on financial matters</li> <li>• Help to arrange fundraising events</li> <li>• Communicate with the National Treasurer</li> </ul>
Education Director	<ul style="list-style-type: none"> <li>• Deliver contests at Area AGM</li> <li>• Organise training events</li> <li>• Motivate members and clubs to engage with the ASC Development Pathway, World Speech Day, evaluation awards, Victoria College of Music, and other initiatives</li> <li>• Communicate with National Education Director</li> </ul>

## Regional Coordinator

The Regional Coordinator has three jobs, all designed to maximise their talents and scale up success and growth at club / area level:

1. Contribute to the direction of the ASC and decision making of the Strategic Leadership Team
2. Supplement direct communication from the National President to the members and receive feedback from members in their region to share with the Strategic Leadership Team
3. Lead organisation of the regional contest in February / March each year

The Regional Coordinator is not expected or required to visit clubs. They can support clubs and areas who are demonstrating innovative practice and trialling fresh initiatives, but they should not lead on them as this is a practical management function which belongs to the clubs and areas. How they manage ongoing two-way communication with their areas is up to them (attend area meetings in person, by video link or keep in touch by phone and email for example).

## National Officer roles

These people are the Leadership Team of the ASC. The team's function is to provide a clear and strong guiding strategy around education, development, growth, involvement, governance, and innovation. Taking on a national role is one of the most challenging and rewarding things you can do and will provide a turbo boost to your journey in becoming a leader.

Role	Remit
National President	<ul style="list-style-type: none"> <li>• Ceremonial and administrative head of the Association looking after the interests of all members</li> <li>• Ensuring the Association is well governed in accordance with its constitution and run fairly and equitably</li> </ul>

	<ul style="list-style-type: none"> <li>• Chairing the National AGM and at least two meetings of the Strategic Leadership Team</li> <li>• Managing Strategic Leadership Team so that the officers can carry out their roles effectively</li> <li>• Promoting the interests of the Association</li> </ul>
National Vice President	<ul style="list-style-type: none"> <li>• Deputise for the National President</li> <li>• Contribute to the strategic development of the Association</li> <li>• Attend all meetings of the Strategic Leadership Team</li> <li>• Be a member of the Constitution Committee and other working groups</li> <li>• Undertake varied responsibilities including being a representative for the Association at events and meetings</li> </ul>
National Education Director	<ul style="list-style-type: none"> <li>• Managing the ASC Development Pathway</li> <li>• Organising seminars, contests and the 'Speakers Marketplace' at National Conference</li> <li>• Creating educational content for ASC members</li> <li>• Setting the education and training strategy for the ASC</li> <li>• Coordinating learning initiatives with club education directors and area training officers</li> </ul>
National Secretary	<ul style="list-style-type: none"> <li>• Assisting the National President with the conduct of meetings and liaising with officers at every level of ASC</li> <li>• Sending out the national mailing in 2-3 times a year</li> <li>• Maintaining a club / area / district database, producing the directory, and dealing with enquiries from our website</li> <li>• Collecting and producing documents for use at the National AGM and preparing them for the Conference booklet</li> <li>• Have custody of the Constitution and Rules of the Association and general records and documents of the ASC</li> </ul>
National Treasurer	<ul style="list-style-type: none"> <li>• Maintaining an accurate record of ASC finances</li> <li>• Highlighting finance concerns</li> <li>• Regular updates to the Finance Committee</li> <li>• Ongoing financial improvements</li> <li>• Continuing to look for value for money</li> </ul>
National Development Officer	<ul style="list-style-type: none"> <li>• Support establishment and maintenance of clubs</li> <li>• Offer clubs advice on web sites and social media</li> <li>• Run webinars on social media</li> <li>• Manage YouTube channel</li> <li>• Offer clubs advice on membership growth</li> </ul>
National Materials Officer	<ul style="list-style-type: none"> <li>• Attending ASC events to make materials available</li> <li>• Getting value for money for purchases</li> <li>• Improving materials obtained</li> <li>• Measuring success of material requests</li> <li>• Delivering orders in a timely manner</li> </ul>