

The election of the IAIM Committee takes place at the Annual General Meeting which is held as part of the Annual National Conference. Any member of the Association may be nominated for a position on the committee or sub committees.

IAIM Australian Chapter Committee - POSITION DESCRIPTIONS

President

- v Serving as an impartial referee, a Master of Ceremonies and chairs the meetings.
- v With the committee, establishing long term and short term plans for the growth of the chapter.
- v Must be a positive figurehead and a good communicator.

Vice President

- v Plays a leading support role to the President, assisting in the running of the chapter and
- v is available to stand in for the President at meetings and other functions where necessary.
- v Ensure financial records are audited annually (free)
- v Liase with all state representatives.

Correspondence Secretary

- v Is responsible for all chapter records, correspondence and generating replies on behalf of the chapter. (outwards correspondence.)
- v Needs to have computer skills.

Minutes Secretary

- v Is responsible for recording the minutes of all meetings and maintaining the minutes book.
- v Compiling and distributing the agenda for each business meeting
- v Distributing the minutes to the committee and general members.
- v Preparing the voting procedure for the Annual General Meeting
- v Needs to have computer skills.

Treasurer/Membership Officer

- v Is responsible for maintaining Chapter records
- v Receiving all funds generated from trainings, and fund raisers.
- v Disbursing funds in payment of all obligations of Chapter.
- v Is responsible for preparing invoices for advertising in the newsletter.
- v Desirable attribute - book keeping experience.

Responsible for the receipt of membership application forms and accurate recording of data.

Internet Officer

Responsible for liaising and co-ordinating the work of the website designer/ programmer

International Liason Officer

v Liase with overseas contacts - incoming and outgoing correspondence on behalf of the board. *Newsletter "Healing Hands" Editor*

Co-ordinates the tri-monthly publication to members, as editor, publisher and distributor, with the assistance of the executive

Publicity Officer

- v Is responsible for the development, implementation and administration of publicity, advertising strategy and annual advertising budget for the chapter including but not limited to :
- v Preparing and distributing press releases regarding chapter activities, publicising chapter events, working with the committee in developing literature about infant massage and the chapter.
- v Representing the association with the media, searching out promotional opportunities.
- v It is desirable that the Publicity Officer is able to write press releases and is prepared to contact and be contacted by the media.

Special Events Officer

- v Is responsible for the organisation of special events and fundraising opportunities such as Baby Expo and Annual General Meeting.

Education Officer

- v Liase between board and education committee.

Educational Committee

- v Discuss and plan continuing education events for members in Australia

Resource Officer

- v A position on the education committee which also manages the resource centre, which involves keeping the resource list up to date, photocopy and send out information on request to members, requires time, effort and energy.

Regional/State Representatives

- v Organise meetings with members in your region/state.
- v Liase with the state co-ordinator about wants and needs of members, or suggestions or complaints. Time, effort and energy.

- v Liase with Vice President /President re events/happenings.

General Committee Members

Assist in the general running of the association and be on special committees. There are regular positions such as assistant to editor, education officer/treasurer/ publicity etc.

Ethics Officer

Maintaining and controlling ethical standards within the association.

A newly created position requiring a person with previous experience in this area

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