

National Coordinator Job Description

The National Coordinator is the main link within the ASCM chain. The appointment is for a minimum of 3 years and a maximum of 5. An \$800 honorarium is provided each year to cover small expenses, while larger items will be reimbursed in addition to this.

Vision

- Ensure the activities of the ASCM help us to achieve our mission.
- Coordinate a team of volunteers, motivate them to fulfil their tasks, and ensure those holding the positions are performing adequately.
- Keep abreast of what is happening at the Branch, Region, and National levels.
- Call meetings as required; solicit reports, set meeting agendas and chair meetings.
- Attend July General Committee, January Executive, and all teleconferences, and provide a report for these meetings.
- Bring any concerns about the functioning of ASCM to the Executive.
- Ensure any conflicts within the movement are resolved.
- Be a central contact point for internal and external communication.
- Be one of the “public faces” of the ASCM, and represent ASCM nationally to university, church and student bodies.
- Ensure relevant documents are archived at the National Archives, and that those in other roles also archive documents.

Essential Tasks

- Contact all Area Councils, staff and Office bearers at least once between Executive meetings to enable exchange of information between groups.
- Contact Office bearers at least twice between meetings to ensure they are aware of their tasks and responsibilities, particularly regarding reporting to meetings.
- Be an active signatory on ASCM operating bank accounts.
- Be a central contact point for internal and external communication and respond to all communication both internally and externally within 2 weeks of receiving it.
- Give notice of, prepare the agenda for and chair all ASCM meetings, including teleconferences.
- Provide a written report to the Annual General Meeting and July General Committee Meeting held together mid year, and the Executive Meeting held at the beginning of the year.
- Proof read the minutes of the AGM, JGC and all Executive meetings.
- Call additional meetings of the Executive Committee as required.
- Communicate with the ASCM Public Officer to ensure all reporting requirements are met.
- Advertise vacant ASCM positions via e-lists, JG and Area Councils.
- Archive ASCM meeting minutes and other materials in the National Archives biannually.

Additional Task Suggestions

- Read JG, Praxis and Federation News.
- Attend national events (esp. National Conference) and any WSCF events taking place in Australia where possible
- Attend WSCF AP National Coordinator/General Secretaries meeting every two years.
- Write JG articles.
- Provide material for the ASCM webpage or create a blog.
- Send a monthly email to policy list of news.
- Take countless photographs of ASCMers at events.
- Visit ASCM Area Councils/ branches and provide support to volunteer leaders and staff.
- Organising appropriate training for office bearers.
- Develop new projects within ASCM such as the Environment Project and Queer Project.
- Prepare resources for the use of Area Councils and/or branches.
- Work with ASCM supporters to create/recreate Area Councils and/or branches.
- Contact local church groups, chaplains, Senior Friends and/or social justice, Christian, or other sympathetic organisations about the work of ASCM and ways they could become involved ASCM.
- Fundraise for the ASCM and Centenary Trust.