

AUSTRALIAN COMMERCIAL AND ENTERTAINMENT TECHNOLOGIES ASSOCIATION INC (ACETA)

BOARD OF MANAGEMENT MEMBER – POSITION DESCRIPTION

An individual who nominates for a position on the ACETA Board of Management (hereinafter referred to as the BOM) shall;

1. Offer their services free of any charge. The exception being those formally employed in a staff position.
2. Pay all their costs in attending any Association meeting (i.e., travel, accommodation etc.). The exception being those formally employed in a staff position.
3. Ensure they have a reasonable understanding of the Constitution of the Association.
4. Place the well being and requirements of the Association before their own when engaged in Association activities.
5. Be accessible to the membership.
6. Attend in person, a minimum of 75% BOM meetings in a calendar year, as defined in the Constitution. At the discretion of the president, attendance dispensation may be accorded due to extenuating circumstances.
7. Make their skills available to the Association.
8. Remain current with all the documents and activities of the BOM.

An individual who nominates for a position on the ACETA BOM should possess the following skills:

1. An ability to work and/or lead in a team environment.
2. A reasonable degree of computer literacy.
3. Good communication skills.
4. Self-motivated, achievement oriented, well organised and able to provide leadership when required. This may include the chairing of a sub-committee or attending to a specific task.

