

The Teachers' Guild of New South Wales

Established 1892

Doceo ut discam: I teach, that I may learn

ACN 000 011 138 ABN 35 000 011 138

President: Dr Frederick Osman
PO Box 649 Moorebank NSW 1875
Website: www.teachersguild.nsw.edu.au
Facebook: www.facebook.com/TeachersGuildofNSW
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Telephone: 0418 444 477
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27 September 2021

2022 ELECTION OF COUNCIL FOR THE TEACHERS' GUILD OF NEW SOUTH WALES

The Teachers' Guild of New South Wales is governed by a Council that is elected annually at the Annual General Meeting.

The Business and Affairs of the Teachers' Guild of New South Wales shall be managed by the Council of the Teachers' Guild of New South Wales which shall consist of:

- (a) the **President**.
- (b) immediate **Past-President**.
- (c) the **Vice-President**.
- (d) the **Treasurer**.
- (e) executive council may hold more than one position should there be a vacant position.
- (f) no more than **six ordinary members of Council** ("Council Members"), elected for **one portfolio of work position** from the eligible Members or Honorary Fellows of the Teachers' Guild of New South Wales.

At the Annual General Meeting, the Council will consist of the President, Immediate Past-President, Vice President, Treasurer and no more than six ordinary members of Council. Council Members shall be responsible for portfolio of work as outlined in the Bylaws. *Council will be proposing a special resolution at the AGM to split the Vice-President role into Immediate Past-President and one Vice-President. We would invite a member to nominate specifically for the Vice-President role who has completed **two years** on Council.* All Council members must be current financial members of the Teachers' Guild of New South Wales.

The Association Specialists Pty Ltd (TAS) will undertake the Secretariat for the Teachers' Guild of New South Wales Council for the duration of the Agreement period. The Program of Work encompasses all of the services outlined in Schedule B Services provided.

The Executive Committee of Council, consisting of the President, Immediate Past-President, Vice President, deals with any matters referred to it by Council and with matters that ought not be postponed until a meeting of the Council. The President chairs meetings of the Council and the Executive Committee as well as general meetings of the Teachers' Guild of New South Wales.

Election of Executive Committee for Council

- (a) The President and Vice President can be re-elected at the Annual General Meeting.
- (b) Serving Council members who have completed **two years** on Council may be elected to the offices of President, Vice President and Treasurer.
- (c) If there are no nominations for the President / Vice President and Treasurer positions of members who have completed two years as Council members, then the Guild members present at the Annual General Meeting may elect the President, Vice President and Treasurer after the passing of the one of the following Special Resolution. A simple majority is needed to pass the resolution:
 - i. As there are no nominations for the position of President/Vice President/Treasurer position/s of members who have served on the Council of the Teachers Guild of NSW for two years, this meeting resolves that nominations may be received of members that have served for one year on the Council of the Guild.
 - ii. As there are no nominations for the President/Vice President/Treasurer position/s of members who have served on the Council of the Teachers Guild of NSW, this meeting resolves that nominations for this/these positions may be received of any members.



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2022 ELECTION OF COUNCIL ROLE DESCRIPTIONS FOR THE TEACHERS' GUILD OF NEW SOUTH WALES

PRESIDENT

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The President of the Teachers' Guild of New South Wales is responsible for providing leadership and fostering innovation with a view to achieve the Teachers' Guild purpose, vision and goals.

Responsibilities

- Provide leadership and direction to the Teachers' Guild of New South Wales through the Council.
- Chair and manage Council meetings and activities.
- Coordinate the functions and activities of the Teachers' Guild of New South Wales through management, delegation and liaison.
- Represent and promote the Teachers' Guild of New South Wales in all relevant forums.
- Provide leadership and motivation to the Teachers' Guild of New South Wales in its pursuit of the advancement of knowledge.
- Actively promote the interests of the Teachers' Guild of New South Wales to senior echelons of government, business, academia and not-for-profit sectors in the community of NSW and beyond.
- In conjunction with the Council, develop and implement long-term strategic plans to ensure the future prosperity and viability of the Teachers' Guild of New South Wales.
- In conjunction with the Council, develop and implement short-term operational plans, consistent with the long-term strategic direction of the Teachers' Guild of New South Wales.
- To oversee the finances, publications, communications and advocacy for the Teachers' Guild of New South Wales.

VICE PRESIDENT

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Vice-President will support the President in providing leadership to the Guild overall including organising the committee meeting minutes. The Vice-President will step into the President's role in their absence.

Responsibilities

- In the event that the President is unable to fulfil their duties, the Vice President will step into that role.
- Chair Committee meetings in the President's absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived. The Vice President will be responsible to record the minutes for each of the council meetings scheduled.
- Provide leadership and motivation to the Teachers' Guild of New South Wales in its pursuit of the advancement of knowledge.
- Represent the Teachers' Guild of New South Wales at functions and in activities where it is in the Guild's interests to do so when the President is unable to do so.
- Actively promote the interests of the Teachers' Guild of New South Wales to senior echelons of government, business, academia and not-for-profit sectors in the community of NSW and beyond.



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- In collaboration with the President and Council, contribute to the development and implementation of long-term strategic plans to ensure the future prosperity and viability of the Teachers' Guild of New South Wales.
- In collaboration with the President and Council, contribute to the development and implementation of short-term operational plans, consistent with the long-term strategic direction of the Teachers' Guild of New South Wales.
- In collaboration with the President to oversee the finances for the Teachers' Guild of New South Wales.

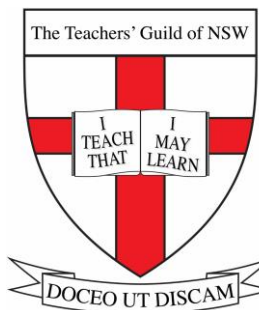
TREASURER

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Treasurer will be responsible for the financial supervision of the Teachers' Guild of New South Wales. The Treasurer is responsible to regularly report on the Guild financial status at the Council meetings and to the Guild members during the Annual General Meeting.

Responsibilities

- In consultation with the Council, to prepare the annual budget, reflecting anticipated income and expenditure of the Guild during the forthcoming calendar year.
- To maintain detailed and accurate records of all income and expenditure in a format acceptable to the Guild's accountant for the time being.
- To present to each meeting of the Council a statement of the Guild's current financial situation, including liquidity, and to advise Council concerning expenditure and the timing of expenditure.
- To be one of the signatories to each Guild bank account.
- To issue receipts, or cause receipts to be issued, in relation to all payments.
- To prepare payment for all verified invoices and other liabilities of the Guild as approved by the Council, and to ensure that such payments are made in a timely fashion.
- To attend to general banking activities for the Guild, including depositing payments, balancing bank statements and alerting Council to other banking business as needed; and where a second signatory is required, ensuring that other banking matters are attended to in a timely fashion.
- In consultation with the Council, to ensure that the Guild's ASIC invoices and insurances are maintained and paid promptly, and to alert Council to any invoice-related matters in a timely fashion.
- In collaboration with TAS and in consultation with other persons responsible for each Guild activity, ensure that a process is in place for all attendees to make payments for the activity where appropriate and for attendees who fail to make payments, a process is in place to ensure payments are made.
- To liaise with the Guild's accountant for the time being concerning the annual accounts and audit, to prepare and present all records as may be required by the accountant, and to ensure that the accounts, fully audited, are available in good time for the Annual General Meeting.



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COUNCIL MEMBER FOR AWARDS

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Awards role is to coordinate and identify the potential candidates for awards and manage the selection process for nominations with award panels.

Responsibilities

Recommend to Council, nominations that are highly suitable in the following areas:

- **The Phyllis Evans Medal:** Distinguished Educator honoured by the Teachers' Guild of New South Wales.
- **The Research Award:** "Guild Research Award" is offered to a Postgraduate Student and/or Experienced teacher in NSW or ACT schools, who is currently completing or has completed a research of direct benefit to classroom teaching, within the last two years'.
- **Regional / Remote Teaching and Learning Excellence Award:** This award has been created to encourage excellence in the development of online resource materials which are accessed by students in regional / remote learning environments. The Teachers' Guild of New South Wales will award **two winners** from Regional / Remote Teaching and Learning applications associated with education delivery in any School sector, including TAFE, VET and University.
- **Awards for Teachers in their Early Years of Teaching:** This is an annual **Primary** and **Secondary** School division prize.
- **World Teachers' Recognition Awards:** Honoring teachers with the World Teachers' Recognition Certificate who have made a wonderful contribution to their school in advancing the education profession.
- **Life Membership (FTGN):** Recognition of outstanding commitment and contribution to the Teachers' Guild of NSW in its activities. Life Members will have had extensive, long-term involvement in the Teachers' Guild of New South Wales, such as extensive publications in the Guild journal, Proceedings, or service on the Council as President, Vice President, Secretary or Treasurer, for at least three years. Members who satisfy this profile may be offered the honor of Life Membership of the Guild, which would involve the granting of the post-nominals FTGN. Life Members are exempt from the annual subscription.
- **Honorary Fellowship (HFTGN):** Recognize outstanding educators who have made major contributions both within their mainstream sphere of work and more broadly across the profession. Honorary Fellowship would involve the granting of the post-nominals HFTGN. Existing members, or current non-members, may make an application to the Guild for Honorary Fellowship of the Guild. The application must provide evidence that the applicant has met criterion 1, and any three of criteria 2 (a-g) of the guidelines.

Required Skills

Extensive knowledge of the significant contributors to these fields that the Guild should recognize.

Purpose: Advertise for and manage applications for Awards, and manage the selection process for those Awards.

Reporting: Provide formal recommendations for Awards for Council approval.



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COUNCIL MEMBER FOR EDUCATORS NETWORK

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Educators Network role is to coordinate and develop opportunities for professional engagement and the social activities event calendar for full time or part time undergraduate, postgraduate and new educators in New South Wales. The Guild Educators' Network (GEN) seeks to provide support to student teachers and early career teachers by offering friendly advice, informal mentoring and a place to network and share ideas with other teachers

Responsibilities

- Networking with educators in their own sector and/or level or across sectors and levels, and those with similar interests or with the same years of experience.
- Offering events/social gatherings throughout the year aimed at new educators to teaching in NSW.
- Participation in workshops and conferences with the aim to have this NESA accredited as it will increasingly target specific interests.
- Opportunities to work collaboratively with like-minded professionals to extend the boundaries of educational achievements.
- Opportunities to mentor, or be mentored, for portfolio building, career enrichment and planning; and developing partnerships with other professional associations and universities to expand networking.

Required Skills

Ability to create a welcoming, nurturing environment for new educators and University students. A future goal of the project is to encourage experienced educators to support and mentor new educators.

Purpose: A project providing opportunities of professional engagement and social activities for full time or part time undergraduate, postgraduate and new educators in New South Wales.

Reporting: Provide a calendar and updates to each Council meeting for ratification.



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COUNCIL MEMBER FOR EVENTS

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Events role is to coordinate and develop opportunities for the professional learning and engagement events calendar for the Teachers' Guild of New South Wales.

Responsibilities

- Develop professional learning events covering a wide range of topics.
- Oversee the staging of each event as part of the events Calendar.
- Ensure the financial viability of each event and the events calendar as a whole.

Required Skills

Ability to develop, strong understanding of the types of events that will attract audiences and event management.

Purpose: Develop and maintain an Events Calendar.

Reporting: Provide Events calendar to each Council meeting for ratification.

COUNCIL MEMBER FOR SPONSORSHIP AND CORPORATE RELATIONS

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Sponsorship and Corporate Relations role is to coordinate the Guild's sponsorship prospectus in developing relationship management with stakeholders to support partnership opportunities for the awards and conferences calendar for the Teachers' Guild of New South Wales.

Responsibilities

- Works closely with the Guild corporate contacts to secure funding and sponsorship opportunities for the Teachers' Guild of New South Wales.
- Maintaining key responsibilities with sponsors and providing relationship management with sponsors.

Required Skills

Ability to engage new and existing corporate relations to the types of partnership opportunities that will support the Guild's sponsorship prospectus for the awards and conferences calendar.

Purpose: Develop and maintain sponsorship for the Awards and Conferences Calendar.

Reporting: Provide a calendar and updates to each Council meeting for ratification.



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COUNCIL MEMBER FOR EDITORIAL

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Editorial role is to coordinate and develop articles for publications in the newsletters of The Australian Teachers Newsletter and Proceedings of the Teachers' Guild of New South Wales.

Responsibilities

- Coordinate and develop articles for publications in biannual newsletters of The Australian Teacher Newsletter of the Teachers' Guild of New South Wales and Proceedings of the Teachers' Guild of New South Wales.
- Maintaining high-quality editorial content and flow of articles to stimulate discussion, provide insight for educators across our systems of education.

Required Skills

Ability to coordinate and develop articles for publications in raising awareness for the Teachers' Guild of New South Wales.

Purpose: Develop and coordinate the Guild's publications with high-quality editorial content and flow of articles in raising awareness for teachers and educators across our systems of education.

Reporting: Provide updates to each Council meeting for ratification.

COUNCIL MEMBER FOR ADVOCACY

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Council Member for Advocacy role is to be a voice for the Teachers' Guild of New South Wales in providing awareness with high-quality blogs and social media opportunities across our systems of education.

Responsibilities

- Coordinate the Teachers' Guild of New South Wales social media platforms which include Twitter, Instagram, LinkedIn and Facebook in providing a voice for the Guild in building relationships with teachers and educators.
- Maintaining and raising the Guild's social media opportunities with publications, events and awards nominations for the Teachers' Guild of New South Wales across our systems of education.

Required Skills

Ability to engage teachers and educators who are leading, preparing students and communities across our systems of education with social media opportunities in raising awareness for the Teachers' Guild of New South Wales.

Purpose: To develop the Guild's voice in providing advocacy with high-quality professional social media opportunities in raising awareness for teachers and educators across our systems of education.

Reporting: Provide updates to each Council meeting for ratification.



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NOMINATIONS FOR OFFICE-BEARER AT THE TEACHERS' GUILD ANNUAL GENERAL MEETING

All Nominees and Nominators **must be** current financial members of the Teachers' Guild of New South Wales at the time of the Annual General Meeting.

Completed nominations for **2022 office-bearer** should reach the President via email: president@teachersguild.nsw.edu.au by the strict closing date of **Friday 5th November 2021**

All Nominees to be considered for **office-bearer** must attend the Annual General Meeting of the Teachers' Guild of New South Wales on **Friday 26th November 2021** from 5:30pm

Office-bearer role nomination for: _____

Nominee's name: _____

Signature: _____ Date: _____

Nominator's name: _____

Signature: _____ Date: _____

Seconder's name: _____

Signature: _____ Date: _____