

# Merry

# CHRISTMAS DECEMBER 2017



## EDITORIAL

*By Kerrie Wann*

*Welcome to my first newsletter as editor. Let me introduce myself. I have been employed by the Education Department for 28 years working in Pre Primary for 24 years, for the last 4 years as Junior Primary, IT Co-Ordinator and Pre Primary Assistant*

*In 1993 I attended my first WAATA conference. I have been a country committee member for the last 3 years and it has been a privilege to be part of a great team. I would like to wish one and all a great holiday season that brings you all lots of joy. I hope that 2018 is a prosperous year for you all*

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## WAATA Membership

- Benefits include
- Early Registration for members to attend the Annual Conference
- WAATA's quarterly Newsletter
- Voting rights at the AGM held at the Conference
- Reduced costs for Workshops
- Fees are due in December of each year



# CHAIRPERSON'S REPORT

AT THIS TIME OF YEAR WE TEND TO LOOK BACK ON THE YEAR THAT HAS ALMOST GONE AND REFLECT ON THE HIGHS AND LOWS. THE 2017-18 WAATA COMMITTEE HAVE A LOT TO CELEBRATE!

**We have lots of exciting news to share with you and a fond farewell as well!**

As you may all remember we had 5 new committee members join us at AGM.

I am pleased to announce that 2 of those new committee members, Nicole Radcliffe and Marsha Hulland, have taken on the joint role of Conference Coordinator for the 2018 WAATA Annual Conference! Thank you lovely ladies for your enthusiasm and energy!

Nicole and Marsha have an amazing program planned.

**I can confirm that they have secured Professor Andrew Whitehouse (Telethon Kid's Institute) to present the Keynote.**

**Dr Paul Swan will present the Plenary presentation.**

***Sadly, we have to farewell our tireless Treasurer, Lyn Worth, as she retires from the committee this month.***

***I would like to take this opportunity on behalf of all WAATA members' to thank Lyn for her years of dedicated voluntary work for WAATA. Your time and dedication to WAATA are very much appreciated!***

**We had a Special Committee Meeting on 29th November to nominate a replacement for the essential Executive position of Treasurer.**

**Lawana Williams was proposed as Acting Treasurer and the committee have accepted her nomination.**

**Please note that Lawana Williams can be nominated for the Treasurer position at AGM but she will be only an Acting Treasurer until this time.**

Lawana Williams had previously nominated herself to continue in the role of Conference Secretary but this position needed to be filled as she was now taking on the Acting Treasurer role.

***Thankfully, current members, Angie Williams and Karen Peters have stepped into the joint role of Conference Secretary! Thank you ladies!***

Our WAATA committee is looking forward to another wonderful year ahead with a great team working together to make the 2018 Conference another great success!

The Scarborough foreshore development should be complete by then so the views from Hotel Rendezvous will be wonderful once more !! Can't wait to see you all again!

I wish you all a very relaxing and happy festive season! Best wishes Nadia Reynolds

# Contact Details

## Chairperson

**Nadia Reynolds**  
**waata.chairperson@waata.asn.au**

## Secretary

**Sue Collins**  
**waata.secretary@waata.asn.au**

# WAATA Executive Roles

### Chairperson

**The Chairperson is usually the formal 'voice' of the association and is responsible for the overall coordination of the activities of the association and the following:**

- chairing and controlling meetings
- facilitating discussion
- signing documents on behalf of the association
- ensuring all relevant information is made available to committee members
- ensuring the association is run accordingly to its rules and any other strategic plan that has been agreed to
- receiving and processing motions correctly
- resolving disputes and grievances
- initiating projects
- overseeing activities and projects
- representing the association at external meetings and events

### Vice Chairperson

In the Chairperson's absence, the Vice-Chairperson can represent the association and preside over meetings.

### Treasurer

The Treasurer is responsible for managing the finances of the associations, this involves:

- maintaining all financial records
- monitoring the income and expenditure of the association
- keeping committee members informed of the financial position of the association
- preparing and presenting financial statements to the Annual General Meeting
- allocating funds
- making payments and bank deposits
- preparing and managing the budget
- representing the association on funding applications
- maintaining custody of all securities, books, and documents of a financial nature

### Secretary

**The Secretary is responsible for the day to day administrative tasks which include:**

- maintain the register of members
- arranging meetings in collaboration with the Chairperson
- assisting the chairperson to prepare the agenda
- sending out notices for meetings
- keeping minutes and records
- attending to correspondence
- making sure all letters and other documents are filed correctly
- organising activities and events
- maintaining custody of all books, documents, records registers of the association

### Conference Secretary Role

August /September

- Update sponsorship package with new year changes
- Organise a list of existing and potential sponsors
- Email letter and sponsorship package to sponsors by end of February

January/April

- Send out follow up letters to sponsors
- Request sponsors logo for program/ website
- Send tax invoices to sponsors
- Treasurer will give you receipts for sponsor payments to forward to sponsors

May/ June

- Forward conference program to sponsors when printed
- Follow up with sponsors whether they want to include a flyer to the conference bags and arrange delivery or collection of flyers.
- Email Gold and Silver sponsors times for setting up and taking down booths at the conference.
- Forward information sheet advising session times and times for booths to be opened during conference
- Prepare lunch, morning tea and dinner lanyards for sponsors. (Only Gold sponsors invited to dinner)
- Email thank you letter to sponsors and copy of conference newsletter

## Conference Secretary Delegates

January/ April

Assist Conference Coordinator with creating a list of presenters and anything required for the conference.

May / July

- After mailout of the conference program, to members and then non-members, the treasurer will receive registration forms and forward them for letters to be issued.
- prepare letters to delegates advising them of selections for the conference. (Posted within two weeks of receiving registration forms.)
- Keep a register of delegates names and selections, as well as a total of people in each session.
- Prepare delegate lanyard inserts, listing sessions and times
- Prepare certificates for delegates listing sessions attended.
- Prepare certificate of thanks for presenters and D.J and any other guests
- Confirm number attending dinner with coordinator
- Select and order paper for delegate certificates

July

- Finalise numbers for conference and advise hotel
- Print certificates
- Confirm numbers with treasurer
- Meet with Hotel to discuss final details with conference coordinator

## Conference Co-ordinator

August / September

- Review reflection sheets from conference
- Review conference newsletter with newsletter editor
- Email thank you letter and conference newsletter to Hotel and to all presenters
- Set date, time and place for conference program envelope packing and conference bag packing, for the following year
- Prepare a list of possible presenters for committee approval

October / November

- Confirm conference theme with committee
- Allocate jobs to committee members to assist with the conference.
- Review hotel contracts with Conference Secretary and sign

December

- Email letters to 18 presenters (including Keynote and Plenary) to find out availability to present at conference
- Confirm Keynote and Plenary and advertise on website and December newsletter

January / February

- Email confirmation letter and Audio Visual requirements to presenters by end of February

March / April

- Ensure all presenters are locked in
- Request presenters biography and their permission for uploading on website
- Put conference program together in consultation with conference secretary
- Obtain print quote for conference program

May / June

- Email conference program to all education contacts; school principals, registrars, PTCWA etc. (after all members have had the 3 weeks early registration period)
- Email conference program to presenters
- Follow up with presenters whether they want to provide items in the conference bags and arrange delivery or collection of items (2 weeks prior to bag packing date)

June / July

- Send out follow up letters to presenters including accommodation and parking information and request tax invoice from presenters or statement of supplier form
- Forward information sheet to presenters advising room, session time and delegate numbers, once confirmed by conference secretary
- Meet with Hotel to confirm AV requirements, food selections, room allocations etc. - 2 weeks prior to confer

## WAATA NEWSLETTER EDITOR'S ROLE

- Compile WAATA Newsletter on a quarterly basis in an acceptable format
  - Newsletter to be emailed to Chairperson for final editing not less than two weeks before newsletter is to be distributed
  - Seek suggestions on useful/relevant information about EA issues, valuable PD's, new programs etc, from committee members, general members and related organisations to be included in Newsletter
  - Advise members through the Newsletter of upcoming Conference details and updates
- Email /mail Newsletter and to members



## DID YOU KNOW?

- Did you know that after 5, 10, 15 years and so on of continuous WAATA Membership, you are presented with a certificate and badge at the Conference AGM?
- Did you know that in order to have continuous WAATA membership, fees must be paid each and every year?
- Did you know that in order to receive a Conference package in early May your membership fees must be received before 30 April?
- Did you know that members receive the Conference package before non-members which enables them to first choice of Conference sessions?
- Did you know that financial members receive an electronic newsletter quarterly?





## WE NEED YOU!!

All Newsletters will be delivered electronically from January 2018. Please update your email address via the newsletter editor by emailing [waata.newsletter@waata.asn.au](mailto:waata.newsletter@waata.asn.au) In an effort to encourage WAATA membership and further participation on the WAATA committee, and in order for it to survive, we feel a need to entice more 'new blood' into the roles. This hopefully will be achieved at the 2018 Conference AGM.

For your information, we have also uploaded to our website [www.waata.asn.au/members/committee/](http://www.waata.asn.au/members/committee/) our job roles so that you, our members, can be better informed of what the position of Chairperson, Vice Chair, Secretary, Treasurer, Conference Coordinator, Conference Secretary, Newsletter Editor and general committee member entails. We strongly encourage questions regarding these roles, so please feel free to inquire with any current committee member. PD is also advertised on our website [www.waata.asn.au/workshops/](http://www.waata.asn.au/workshops/)

**[WWW.WAATA.ASN.AU](http://WWW.WAATA.ASN.AU)**

