

# NSW / ACT PYP Network description

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## Executive Roles

### Co-Chairs

Role: Provide leadership for the Network in regard to Vision and to support the Network Executive in their roles.

Reason for Co-Chairs: To ensure that there is always a Chair at meetings, reflects shared pedagogical leadership, big job.

### Job Description

- Coordinate the activities and correspondence of the network.
- Chair meetings.
- Act as a conduit between IBAP and the Network.
- Finalise agendas for Coordinators' Meetings and PD Days.
- Responsible for the collaborative development of a vision for PD for the Network.
- To provide leadership and facilitation of professional development within the Network.
- Act as a conduit between the Network and external PD providers.
- To provide leadership and articulation of the Network's Executive in their roles.

### Network Secretary

Role: to ensure the effective leadership of administrative issues within the Network.

### Job Description

- Be an active member of the Network Executive by providing leadership and management of Network administration.
  - Correspond with schools regarding agenda items and forward summary of correspondence to Chairs.
  - Liaise with hosting schools regarding organisation of Network meetings.
  - Liaise with Treasurer regarding financial implications for host schools for Network meetings.
  - Create and maintain a Network calendar, in association with PD Secretary.
  - Take and distribute minutes at Network meetings.
  - Maintain a current mailing list of all interested, candidate and authorised schools within the network.
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## PD Secretary

Role: to ensure the effective leadership of administrative issues within the Network.

### Job Description

- Be an active member of the Network Executive by providing leadership and management of PD administration.
- Liaise with hosting schools regarding organisation of Network PD events.
- Liaise with Treasurer regarding financial implications for host schools for Network PD events.
- Create and maintain a PD calendar in association with Network Secretary.
- Keep and distribute records of PD events.
- Correspond with schools regarding attendance at Network PD events.
- Maintain records of attendance and provide certification as appropriate.
- Collate, synthesise and report feedback (as appropriate) from Network PD events.

## Treasurer

Role: to ensure the effective leadership of financial status in supporting the Network's vision.

The Network's Bank Account will be maintained by the Treasurer in cooperation with their school's Business Manager.

### Job Description

- Be an active member of the Network Executive by providing leadership and direction of resource management and allocation.
  - Create and maintain financial status of the Network including schools' membership.
  - Maintain and provide accurate financial records of the network's account.
  - Create a process of Network Membership.
  - Maintain and provide Network Membership.
  - Provide report about financial records at network meetings.
  - Liaise with Network Secretary and PD Secretary regarding financial implications of meetings and PD days.
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