



## New South Wales Teachers Federation

a branch of the Australian Education Union  
AEU NSW Teachers Federation Branch ABN 86 600 150 697



### WOMEN'S COORDINATOR (1)

The Women's Coordinator will have responsibility to:

- a. Work in an educative and organising capacity to promote the involvement of women members in Federation activities;
- b. Organise Women's Contacts in schools, colleges and Associations and coordinate local actions on gender equality;
- c. Research on issues related to gender equality;
- d. Produce the Women's Newsletter;
- e. Organise the Women's Conference;
- f. Advise the union on affirmative action and equal employment opportunity matters for all sectors of the union's membership;
- g. Assist in the affirmative action and equal employment opportunity campaigns in consultation with the appropriate Deputy Secretaries;
- h. Assist with the training of Officers on affirmative action and equal employment opportunity matters;
- i. Assist the General Secretary with regard to the union's compliance with equal employment opportunity, affirmative action and other discrimination legislation as it affects the union as an employer;
- j. Visit schools and Associations on a systematic basis to further the union's policy in these areas;
- k. Assist, and where necessary, advocate with employers or before appropriate tribunals cases involving equal employment opportunity and affirmative action;
- l. Organise TUT courses for women members and Officers in conjunction with the Trade Union Training Officer;
- m. Liaise with the Australian Education Union and other unions on improving gender equality for members;
- n. Coordinate the Anna Stewart Program, including the convening of the Women's and Anna Stewart Committee;
- o. Assist in the development of materials/courses for the recruitment of permanent and casual members;
- p. Work with the Trade Union Training Officer, as appropriate, in the development and delivery of Beginning Teachers conferences and Beginning Teachers courses with an emphasis on the needs of women members; and
- q. Liaise with the Aboriginal Education Coordinator, Multicultural Officer and other Officers as appropriate, on issues of equality of access, opportunity and outcomes for members experiencing intersection of multiple forms of disadvantage.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary.

Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time.

All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

## **Duties common to all Professional Officers (2022 - 2024)**

As Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

1. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
2. Participate in campaigns;
3. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
4. Recruit new members as a continuous part of their work;
5. Address school, college and Association meetings when required by the General Secretary;
6. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
7. Be assigned to assist the activities of a Committee or Special Interest Group within Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
8. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
9. In order to comply with NESA accreditation requirements and meet the Australian Professional Standards for Teachers, Professional Officers and Officers under the Act will be required to engage with a negotiated Performance and Development Framework over time.