



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)  
MANAGEMENT COMMITTEE MEMBER  
POSITION DESCRIPTION**

**Position Title:** President  
**Updated:** August 2020

---

**Objective of Position:**  
*(The purpose(s) of the job)*

To provide leadership of the QICA executive committee and projects and maintain QICAs high standard of professionalism in all aspects of the role.

**Key Responsibilities and Duties**  
*(The duties or tasks performed to achieve the position objectives)*

1. Provide leadership for the Executive Committee and QICA members
2. Chair teleconferences
3. Prepare annual Presidents report for AGM
4. Represent QICA on TEQ VIC Signage Committee and QTIC Associations Committee and any other committees/conferences/workshops as directed by the QICA Executive .
5. Provide assistance and feedback on all activities undertaken by the Executive
6. Provide assistance with coordination of annual conference and VIC of the Year Awards
7. Provide hands on assistance at annual conference and VIC of the Year awards eg MC, Welcome, presentations
8. Coordinate nominations for hosting annual conference and Thank you letters to conference hosting nominees
9. Liaise and assist all Executive members as required.
10. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects