

## POSITION DESCRIPTIONS FOR APS OFFICERS

\*\*\*\*\*

### APS PRESIDENT POSITION DESCRIPTION

- Convene and chair APS meetings
- Coordinate other APS executive matters (eg awarding of travel bursaries)
- Represent the APS to the International Planetarium Society on IPS council and by sending items to the International News column of The Planetarian, and report to members on IPS activities
- Liaise regularly with APS members and other local planetariums to keep informed of current issues affecting members
- Advocate (eg by writing letters) on behalf of APS members and the planetarium profession generally

\*\*\*\*\*

### APS TREASURER POSITION DESCRIPTION

- Maintain the APS financial records, including a membership list
- Prepare an annual financial report for the APS meeting
- Maintain the APS bank account
- Prepare and distribute membership invoices
- Pay invoices received by APS
- Disburse travel bursaries awarded by the APS executive committee
- Liaise with the APS President and Secretary on APS executive decisions

\*\*\*\*\*

### APS SECRETARY POSITION DESCRIPTION

- Take minutes at each APS meeting, and circulate to the membership
- Maintain the general records of the APS, including the current set of rules, and a contact list of relevant people other than the membership list

- Attend to non-presidential correspondence on behalf of the APS
- Circulate general information about APS meetings to the membership and interested parties, mainly via the listserver
- Represent the APS on behalf of the President, as directed by the President
- Liaise with the APS President and Secretary on APS executive decisions