

Roles and Responsibilities Policy

Contents

Purpose of this Policy.....	2
General Guiding Principles.....	2
AIMA Council.....	3
Roles of Council Members.....	4
Responsibilities of Council Members	4
Delegated Authority	4
Key Considerations.....	5
Executive Committee Roles and Responsibilities.....	5
President	6
Senior Vice President	9
Vice President	11
Secretary	13
Treasurer	17
Executive Committee Matrix.....	23
Administrative Positions Roles and Responsibilities.....	25
AIMA/NAS Tutor.....	25
Scholarships Chair.....	26
Conference Chair (and Committee)	27
Diving Working Group Chair.....	28
Journal Editor (and Committee)	29
Newsletter Editor	31
Website Administrator.....	32
Social Media Administrator	33
Strategic Plan Administrator	34
Merchandise Officer	35
Administrative Positions Matrix.....	37

Introduction

The Australasian Institute for Maritime Archaeology (AIMA) is an incorporated, not-for-profit organisation committed to preserving, protecting, and promoting underwater cultural heritage across Australia, Asia, and the Pacific. We deliver research, training, outreach, publications, and professional development to support the maritime archaeology sector.

This Roles and Responsibilities Policy establishes expectations, accountability, and reporting requirements for the Council, Executive Committee, and Administrative Role Holders. It integrates Key Performance Indicators (KPIs) aligned with the AIMA Strategic Plan (the current plan is 2022-2027), strengthening governance and improving performance visibility.

Purpose of this Policy

This policy is prepared in line with AIMA Constitution and Code of Ethics (which sets the ethical standards for AIMA members), and the Instrument of Authority (which collates the financial delegation for the Executive Committee).

This policy applies to: Council Members, Executive Committee Officers, Administrative Position Holders, and Committee and Working Group Members.

This document ensures:

- Clear definitions of roles, duties, and decision-making authority.
- Alignment of all positions with AIMA's Strategic Plan KPIs.
- Improved accountability and transparent reporting.
- Effective collaboration between Council, Executive, Administrative role holders, and members.
- Support for mentoring, succession planning, and operational continuity.
- Compliance with statutory and funding obligations, including AUCHP grant reporting.

General Guiding Principles

This section outlines the general guiding principles that underpin AIMA's governance framework. By setting clear expectations around service terms, diversity, succession planning, and compliance, these guidelines help ensure that leadership and administrative functions operate smoothly and in alignment with

the organisation's strategic objectives. Adhering to these principles supports accountability, transparency, and the ongoing effectiveness of AIMA's operations.

- Role holders are encouraged to consider serving two-year terms to ensure continuity and KPI delivery.
- AIMA commits to diverse representation across leadership and administrative roles.
- Outgoing officers must prepare a handover pack including:
 - Passwords and any key documents.
 - Outstanding deliverables.
 - Strategic KPI progress.
 - Key contacts and partnerships.
- All nominations, delegations, and duties follow the AIMA Constitution and approved governance documents.

AIMA Council

The AIMA Council is the primary governing body responsible for the strategic management and oversight of the organisation. In accordance with Section 16 of the Constitution, the Council consists of:

- 20 elected Councillors.
- Executive Committee members.
- AIMA/NAS Senior Tutor.
- Council Observers (including the Website Administrator, Newsletter Editor, and Journal Editor).

Part 5 of the Constitution further outlines the nomination process, appointment terms, and succession planning for Council positions.

The Council holds strategic responsibility for ensuring AIMA's activities, governance, and that funding obligations are met while aligning with AIMA's Objects, as outlined in the Constitution, and the AIMA Strategic Plan 2022-2027 or any future Strategic Plans.

This section defines the delegation of authority between the AIMA Council and the Executive Committee, outlining decision-making powers, responsibilities, and governance obligations. While operational decision-making can be delegated, Council retains ultimate accountability for ensuring compliance with AIMA's Constitution, Strategic Plan, and funding obligations.

Roles of Council Members

Council members play a strategic role in shaping AIMA's future, ensuring compliance with governance obligations, and supporting the organisation's overarching objectives.

- **Strategic Oversight:** Contribute to AIMA's long-term success by supporting its vision, objectives, and priorities.
- **Decision-Making:** Review motions, budgets, and major decisions transparently and in accordance with the Constitution.
- **Policy Review:** Review and endorse AIMA's strategic documents, including the Strategic Plan, this Roles and Responsibilities Policy, governance frameworks, and operational policies.
- **Financial Oversight:** Review one-off expenditure requests while delegating routine business-as-usual financial decisions to the Executive Committee.
- **Advocacy and Representation:** Act as ambassadors for AIMA by promoting its objectives.

Responsibilities of Council Members

Council members are expected to actively contribute to the governance and operational success of AIMA.

Core Responsibilities:

- **Active Participation:** Engage meaningfully in Council discussions, either via email or during meetings.
- **Timely Voting:** Respond to motions within the required deadlines, indicating support or opposition.
- **Strategic Plan Support:** Nominate to be a Strategic Plan Champion for specific KPIs and ensure Council deliverables are met.
- **Collaboration:** Work constructively with fellow Council members, the Executive Committee, and AIMA staff to achieve organisational goals.
- **Capacity Building:** Mentor and encourage future leaders by supporting nominations to Executive roles and other strategic positions.

Delegated Authority

The Council may delegate operational decision-making to the Executive Committee to ensure the efficient management of AIMA's day-to-day affairs. However, the Council retains responsibility for high-level oversight and governance, specifically:

- Reviewing and Approving Strategic Plans: Ensuring AIMA's priorities align with its mission and vision.
- Reviewing AUCHP Acquittal Reports and Funding Obligations: Overseeing grant acquittals, funding deliverables, and reporting.
- Endorsing Governance and Policy Changes: Approving amendments to the Constitution, policy frameworks, and other guiding documents.

Key Considerations

When serving on the Council, members should be mindful of the following factors:

- **Collective Strength:** With 20 members, the Council's effectiveness lies in leveraging collective skills and expertise while avoiding excessive burdens on individuals.
- **Leadership Development:** Participation provides valuable experience and prepares members for potential nomination to the Executive Committee.
- **Active Contribution:** Council members may assist in the delivery of specific initiatives, including:
 - Preparing advocacy letters
 - Coordinating events, such as National Archaeology Week
 - Supporting stakeholder engagement and public outreach

Executive Committee Roles and Responsibilities

Under Section 18 of the AIMA Constitution, the Executive Committee comprises:

- President.
- Senior Vice President.
- Two Vice Presidents.
- Secretary.
- Treasurer.

This leadership team provides operational and strategic oversight for the organisation, ensuring that AIMA delivers against its objectives, remains compliant with governance and funding obligations, and achieves the priorities outlined in the AIMA Strategic Plan 2022-2027 or any future Strategic Plans.

Part 5 of the Constitution further defines how Executive Committee positions are managed, including the nomination process and appointment rules.

President

As the senior officer of the Australasian Institute for Maritime Archaeology (AIMA), the President provides **strategic leadership**, oversees operational management, and represents AIMA nationally and internationally. The President ensures that AIMA's strategic goals, governance obligations, and external commitments are met while delegating tasks appropriately where required.

The President is expected to serve a term of **at least three (3) years** and is responsible for fostering a collaborative and transparent culture within the Executive Committee, Council, and membership.

Role of President

- Presiding over AIMA Council email-based decision-making processes.
- Chairing the Annual General Meeting (AGM).
- Acting as AIMA's primary spokesperson unless delegation is approved.
- Guiding Executive Committee, Council, and membership to achieve AIMA's objectives.

Responsibilities of President

Strategic Leadership and Governance

- Provide overall leadership and direction for AIMA, ensuring alignment with its strategic plan and objectives.
- Foster collaborative decision-making by involving the Executive Committee and Council where appropriate.
- Ensure compliance with AIMA's Constitution, policies, and relevant legislative frameworks.
- Lead or coordinate advocacy efforts on behalf of AIMA, engaging with government agencies, partners, and stakeholders as required.
- Support position holders, ensuring they understand and fulfill their roles and responsibilities.
- Maintain oversight of AIMA's status as an NGO accredited to the 2001 UNESCO Convention for the Protection of the Underwater Cultural Heritage and undertake activities that support the Convention.

Operational and Organisational Management

- Oversee planning and coordination of the annual AIMA Conference.
- Prepare a President's Report for the quarterly AIMA Newsletter and the AGM.

- Monitor and support AIMA’s core projects, funding programs, and organisational milestones.
- Ensure succession planning, mentoring Vice Presidents and potential future Presidents.
- Promote effective communication across the Executive Committee, Council, and broader membership.

Representation and Stakeholder Engagement

- Represent AIMA at significant national and international meetings, including UNESCO events, unless delegated.
- Act as AIMA’s nominated “Observer” member on the Society for Historical Archaeology’s Advisory Council for Underwater Archaeology (ACUA), participating in discussions and reporting outcomes back to AIMA Council.
- Build and maintain strong relationships with government bodies, industry partners, stakeholders, and the broader archaeological community.

Delegated Authority

The President holds the following delegated authorities on behalf of AIMA:

Financial Authority

- Banking Authorisation: authorised signatory for all AIMA accounts.
- Grant Execution Authority: executive responsibility for the acceptance, signing, and acquittal of:
 - The Commonwealth’s Australian Underwater Cultural Heritage Program (AUCHP) grant.
 - Other relevant Commonwealth or external grants administered by AIMA.
- Insurance Authorisation: approve and sign off on AIMA’s public and professional indemnity insurance.

Correspondence and Representation Authority

- Authorise and sign formal correspondence on behalf of AIMA.
- Act as AIMA’s primary spokesperson, unless formally delegated to another office bearer.
- Approve participation in significant external events and conferences representing AIMA.

Key Considerations

Knowledge and Handover

- Maintain and secure **core corporate knowledge**, including:
 - AIMA's Constitution and governance documents.
 - Records of formal correspondence.
 - Previous annual reports and strategic plans.
- Ensure all key documents are securely stored and provided to incoming Presidents as part of the formal handover process.

Planning and Compliance

- At the start of each AIMA year, review critical dates and deliverables:
 - Newsletter deadlines.
 - Funding and acquittal schedules.
 - Conference planning milestones.
 - AGM timelines.
- Maintain a working understanding of **AIMA's Constitution** and apply it in decision-making.
- Seek and adopt **best-practice approaches** from other NGOs and professional bodies where appropriate.

Delegation and Volunteer Management

- Delegate responsibilities appropriately and support office bearers to successfully deliver on tasks.
- Recognise that Executive and Council members are volunteers; encourage participation and find ways to **streamline or automate processes** to reduce unnecessary burdens.
- Focus on fostering a **positive, inclusive, and supportive environment** rather than one of criticism.

Communication and Transparency

- Ensure effective communication between the Executive Committee, Council, and broader membership.
- Consider meeting formats that balance efficiency and transparency.
- Monthly Executive Committee meetings have historically been effective for decision-making.
- Regular AHOY meetings improve member engagement but require resourcing and planning.
- Proactively manage potential gaps in communication, ensuring members remain informed on key issues and decisions.

Senior Vice President

The Senior Vice President plays a critical leadership role within AIMA's Executive Committee, supporting the President, Secretary, and Treasurer to ensure the effective governance and strategic direction of the organisation.

In the absence of the President, the Senior Vice President serves as the acting President, including chairing the Annual General Meeting (AGM) and leading Executive Committee meetings when required.

The Senior Vice President works closely with other Vice Presidents to mentor administrative position holders, champion Strategic Plan KPIs, and lead key working groups to deliver on AIMA's objectives. The position also serves as a natural succession pathway towards the President role.

The minimum term of appointment is preferred to be one (1) year.

Roles of Senior Vice President

The Senior Vice President's role focuses on leadership, governance, and strategic alignment:

- Act as first acting officer in the absence of the President, including chairing the AGM and Executive meetings when delegated.
- Provide advice to the President, Secretary, Treasurer, and Executive Committee on AIMA business and strategic priorities.
- Lead and oversee key working groups (e.g. Conference Committee, Publications Committee, Strategic Planning Groups).
- Act as a KPI Champion for assigned outcomes within AIMA's Strategic Plan.
- Mentor administrative position holders and guide portfolio-based functions.
- Explore and support opportunities for external partnerships, sponsorships, and funding growth.

Responsibilities of Senior Vice President

Governance and Leadership

- Support the President in decision-making and organisational representation.
- Assist in drafting and preparing proposals for Council-level decision-making.
- Provide leadership within the Executive Committee and broader Council, ensuring informed and constructive contributions.
- Participate in developing long-term strategies to advance AIMA's objectives.

Executive Committee Participation

- Actively contribute to Executive Committee discussions and decision-making.
- Respond promptly to email discussions and attend all meetings where possible.
- Assist in implementing decisions endorsed by the Council and Executive Committee.
- Ensure appropriate follow-up on resolutions, actions, and deliverables.

Strategic and Operational Leadership

- Chair working groups, subcommittees, or task forces when delegated.
- Oversee designated portfolios and support administrative role holders as required.
- Drive strategic initiatives by championing KPIs linked to AIMA's Strategic Plan.
- Collaborate with Vice Presidents and other officers to strengthen AIMA's operational capacity.

Delegated Authority

The Senior Vice President holds the following delegated authorities:

Acting Presidential Authority

- Serve as acting President when the President is unavailable, including chairing meetings and representing AIMA at key events.

Financial Authority

- Where approved by the Council, hold delegated authority to co-sign payments and approve budgeted expenditures.
- May act as a secondary banking signatory alongside the President, Treasurer, or Secretary.

Governance Authority

- Lead or represent AIMA on working groups or committees when delegated by the President.
- Provide formal endorsements on internal documents and submissions when acting on behalf of the President.

Key Considerations

- The Senior Vice President role is integral to AIMA's leadership succession planning and requires a strong commitment to organisational goals.
- Expected to act as a sounding board for the President and Executive Committee, providing strategic insights and independent advice.
- The role demands active engagement and time commitment, including participation in new initiatives and committees.
- The Senior Vice President does not sign formal correspondence or represent AIMA to media or external stakeholders unless delegated.
- A thorough understanding of AIMA's guiding documents (Constitution, Strategic Plan, policies) is essential for informed decision-making.

Vice President

The Vice Presidents play an important role in supporting AIMA's strategic, operational, and governance priorities. Working closely with the President, Senior Vice President, and other Executive members, the Vice Presidents help deliver on AIMA's objectives, provide leadership within the Council, and drive the achievement of outcomes in AIMA's Strategic Plan.

There are currently two Vice President positions within the Executive Committee. Vice Presidents may be called upon to chair meetings, including the AGM, in the absence of the President and Senior Vice President.

Vice Presidents are strongly encouraged to consider progression to the role of President as part of AIMA's succession planning strategy. The minimum term requested for consideration is for an appointment of two (2) years.

Roles of Vice President

The Vice Presidents' role focuses on operational support, leadership, and collaboration:

- Provide advice to the President, Senior Vice President, and other officers on AIMA business and governance matters.
- Share in the Executive Committee workload, supporting key initiatives and decision-making.
- Lead or co-lead working groups and committees (e.g. Conference Committee, Publications Committee, Sponsorship Working Group).
- Act as KPI Champions for assigned Strategic Plan objectives.

- Mentor administrative position holders in designated portfolios, ensuring effective operations.
- Support initiatives to grow partnerships, funding, and sponsorship opportunities.

Responsibilities of Vice President

Executive Committee Participation

- Actively contribute to Executive Committee discussions and decision-making processes.
- Respond to email-based discussions promptly and attend all meetings where possible.
- Support the President and Senior Vice President in developing proposals for Council approval.
- Assist in implementing Council-level decisions and monitor progress on agreed deliverables.

Strategic Engagement

- Actively participate in achieving AIMA's Strategic Plan objectives.
- Champion specific KPIs assigned by the Executive Committee, tracking progress and reporting outcomes.
- Lead committees, task forces, or projects where delegated.

Operational Support

- Provide leadership within the Council, particularly for initiatives requiring collaborative effort across working groups.
- Support administrative position holders by offering mentoring and oversight where appropriate.
- Help identify new opportunities for sponsorship, partnerships, and collaborative programs.

Delegated Authority

The Vice Presidents hold the following delegated authorities:

Acting Authority

- May chair the AGM or Executive Committee meetings in the absence of both the President and Senior Vice President.

Financial Authority

- Where approved by the Council, may be granted financial authorisation to co-sign payments and approve allocated budget expenditure.

Governance Authority

- Lead committees, projects, or initiatives delegated by the President or Senior Vice President.
- Provide advice and operational input on proposals brought to the Executive Committee.

Key Considerations

- Vice Presidents serve as key leadership partners within the Executive Committee and must commit the time and energy required to deliver AIMA's objectives.
- The VP roles are highly collaborative, requiring ongoing engagement with working groups, administrative portfolios, and broader Council activities.
- VPs are positioned to take ownership of new initiatives, particularly those aligned with AIMA's Strategic Plan.
- Vice Presidents do not sign formal correspondence or represent AIMA publicly unless delegated by the President.
- A strong understanding of AIMA's guiding documents and governance framework is essential for success in the role.

Secretary

The Secretary plays a critical role in managing AIMA's records, governance compliance, and member communications. This position ensures that the organisation's documentation, membership management, and statutory obligations are handled effectively and transparently.

The Secretary is responsible for overseeing membership records, coordinating Annual General Meeting (AGM) processes, supporting officer nominations, and ensuring key organisational documents are maintained. As a member of the Executive Committee, the Secretary also participates in discussions, contributes to decision-making, and supports strategic and operational priorities.

The recommended tenure for the Secretary is a minimum of two (2) years to ensure continuity and strong governance practices.

Roles of Secretary

The Secretary's role focuses on record-keeping, compliance, communication, and membership management, including:

Membership and Records Management

- Maintain and regularly update the **AIMA Membership Database**, ensuring records are accurate and aligned with financial records for paid and life members.
- Maintain the **member email list** and ensure accurate subscription management.
- Save **PDF copies of significant correspondence**, including:
 - Resolutions adopted by the Council or Executive Committee.
 - Matters reported in annual reports.
 - Communications of governance or operational significance.
- Ensure proper record-keeping of AGM nominations, resolutions, minutes, and related documents.

Communications and Enquiries

- Act as the first point of contact for **member and public enquiries**, ensuring timely responses.
- Moderate the Council and membership email lists, ensuring respectful and transparent engagement.
- Coordinate bulk or targeted email campaigns, including annual membership renewal reminders.

Governance Support

- Oversee AIMA's **statutory obligations and compliance reporting**.
- Support the coordination, preparation, and delivery of the **Annual General Meeting**.
- Manage officer nominations, verifying eligibility, and maintaining accurate records.
- Provide administrative and strategic support to the Executive Committee and Council.

Collaboration

Liaise with:

- AIMA/NAS Senior Tutor and State Tutors.
- Journal Editor and Journal Committee (e.g., managing orders or publication matters).

- Website Administrator and Newsletter Editor to ensure information is updated.
- Treasurer to coordinate membership payments, reporting, and approvals.
- Contribute to strategic discussions as an Executive Committee member.

Responsibilities of Secretary

AGM and Conference Management

The Secretary has a central role in managing **AGM planning and post-AGM compliance**.

Before the AGM

Ensure Timing Compliance

- AGM must be held within **3 months after the end of the financial year**.
- If delays occur, written permission must be obtained from **DOCEP** (*Department of Consumer and Employment Protection, WA*).

DOCEP Contact:

Address: 219 St Georges Terrace, Perth WA 6000

Phone: (08) 9282 0777 / 1300 30 40 74

Email: consumer@docep.wa.gov.au

Draft and Finalise AGM Agenda

- Prepare in consultation with the Executive Committee.

Call for Nominations (*At Least 21 Days Before AGM*)

- Distribute notices for Executive Committee and Council nominations.
- Nominations must be submitted **10 days before the AGM**.
- Nominees and nominators must be **financial members** at the time of submission.
- Include calls for Administrative Position nominations, if required.

Notify Members (*At Least 21 Days Before AGM*)

- Send written notification to all members, including:
 - AGM details.
 - Agenda matters.
 - Membership renewal forms and payment reminders.

Manage Nominations

- Verify that all three individuals involved in a nomination are current financial members.
- Where eligibility is incomplete, notify affected members immediately.

Special Resolutions

- Distribute any proposed Special Resolutions or significant motions to members **at least 7 days before the AGM**.
- Where possible, circulate these alongside the AGM agenda.

During the AGM

- Support the **President**, who chairs the AGM, and assist the Treasurer as required.
- Present the **Secretary's Annual Report**.
- Record **AGM minutes**, ensuring accuracy and completeness.

After the AGM

- Finalise AGM minutes, incorporating submitted reports and Council decisions.
- Submit minutes to the **Executive Committee** for review.
- Distribute final AGM minutes and supporting documents to the membership **within 21 calendar days**.
- If any Special Resolutions require amendments to the **Constitution**, lodge a **written application with DOCEP**. Note: This may involve associated fees.

Reporting and Contributions

- Collaborate with the Newsletter Editor to ensure accurate and timely publication of information.
- Ensure Council and contact details are kept up to date across all AIMA communication platforms.

Delegated Authority

The Secretary holds delegated authority in the following areas:

Financial Authority

- Act as a signatory on AIMA's bank accounts.
- Review and authorise payments promptly and in alignment with approved budgets.

Governance and Compliance Authority

- Approve and issue governance-related correspondence on behalf of AIMA.
- Maintain the integrity and security of official AIMA records, resolutions, and statutory documents.

Key Considerations

Membership Management

- Membership fees are due before or on 1 July. Members must renew their membership by the end of September each year.
- Email information and reminders to members to renew their membership during this period.
- All non-renewed members must be removed from AIMA's email lists after this date.

Knowledge Management

- Maintain accurate and secure storage of all records and key governance documents.
- Ensure smooth handover processes to incoming Secretaries.

Collaboration and Transparency

- Maintain open communication between the Executive Committee, Council, and membership.
- Proactively identify opportunities to improve reporting, engagement, and document accessibility.

Familiarity with Governing Documents

- Remain up to date with the AIMA Constitution and other key documents to ensure compliance and support informed decision-making.

Treasurer

The Treasurer plays a critical leadership role in overseeing AIMA's financial management, funding compliance, and financial reporting transparency. As a member of the Executive Committee, the Treasurer works closely with the President, Secretary, and other office bearers to ensure financial stability, strong governance, and alignment with AIMA's Strategic Plan 2022-2027 or any future Strategic Plans.

This role includes preparing budgets, maintaining accurate financial records, managing grants, ensuring compliance with reporting obligations, and delivering timely, transparent reports to the Council and membership.

The Treasurer is expected to serve a minimum term of two (2) years to ensure continuity and effective financial governance.

Roles of Treasurer

The Treasurer's role focuses on financial governance, budgeting, reporting, and funding compliance:

Financial Governance

- Maintain accurate financial records, ledgers, and dashboards.
- Monitor AIMA and AIMA/NAS bank accounts, ensuring integrity and accuracy.
- Approve payments and expenses within delegated thresholds.
- Administer and reconcile the PayPal account for memberships, publications, courses, and merchandise.
- Ensure compliance with all statutory financial obligations, audit requirements, and governance policies.

Budgeting and Forecasting

- Prepare the annual budget and develop multi-year financial projections aligned with AIMA's Strategic Plan.
- Lead financial risk assessments and develop funding sustainability strategies.
- Identify opportunities to improve systems and reporting efficiencies.

Reporting and Transparency

- Prepare the Treasurer's Annual Report for the AGM.
- Coordinate annual financial audits and manage statutory filings.
- Ensure financial reporting complies with ACNC, DOCEP, and other regulatory obligations.

Grants and Funding Oversight

- Manage the Commonwealth's Australian Underwater Cultural Heritage Program (AUCHP) grant, including acquittals and reporting.
- Oversee other project-specific grants and funding streams, ensuring compliance with grant terms and deadlines.
- Research and prepare funding proposals for new grants in collaboration with the Executive Committee.
- Ensure grant applications align with AIMA's objectives and Strategic Plan.

Executive Leadership Participation

- Actively participate in Executive Committee meetings, contributing to discussions and voting on governance matters.

- Liaise with the Conference Committee, Scholarships Committee, Journal Editor, and other office bearers to manage financial implications of activities and events.
- Support cross-organisational initiatives that involve budgeting, reporting, and funding administration.

Responsibilities of Treasurer

Bank and Financial Management

- Oversee AIMA and AIMA/NAS accounts and associated payment systems.
- Set up and manage payments, reimbursements, and deposits.
- Receive and reconcile monthly bank statements.
- Manage income streams, including EBSCO royalties, direct deposits, memberships, publications, and courses.
- Track and manage expenses, ensuring all transactions are accurately recorded.
- Maintain a comprehensive Excel financial register of income, expenses, grants, and reserves.
- Prepare audit-ready files and liaise with the external auditor.
- Manage the Term Deposit to optimise interest income.

PayPal and E-Commerce Management

- Review PayPal receipts for memberships, merchandise, publications, and NAS courses.
- Transfer funds from PayPal to AIMA or AIMA/NAS accounts as required.
- Export PayPal data (CSV to Excel) for financial tracking and reconciliation.
- Forward PayPal transaction emails to relevant office bearers for fulfilment of orders or renewals.
- Monitor for fraudulent or scam payment requests and report irregularities immediately.

Reporting and Communications

- Liaise with the Journal Editor on publication payments and distribution processes.
- Process financial queries from members, vendors, and external partners.
- Assist with member enquiries related to financial processes and payments.

Scholarships and Conference Financial Support

- Work with the Scholarships Committee to manage annual scholarship funding and acquittals.

- Deposit funds into scholarship winners' accounts upon receipt of valid requests or invoices.
- Track expenses against allocated scholarship awards and report on outcomes.
- Collaborate with the Conference Committee to manage event expenses, sponsorships, and bursary distributions.

Systems and Process Improvement

- Seek ways to improve financial systems, automation, and reporting processes.
- Reduce reliance on paper-based financial correspondence by transitioning to electronic invoicing.
- Ensure Westpac and PayPal account signatory forms are updated annually at the AGM for incoming and outgoing office bearers.

Delegated Authority

The Treasurer holds delegated authority in the following areas:

Financial Authority

- **Banking Signatory:** Authorised to approve and co-sign AIMA payments in compliance with Westpac dual-signature protocols.
- **Grant Administration:** Manage reporting, acquittals, and compliance for the Commonwealth AUCHP grant and other project grants.
- **Financial Approvals:** Authorise payments, reimbursements, and transfers within thresholds approved by the Council and as per the Instrument of Authority document.

PayPal and E-Commerce Authority

- Primary authorised administrator for AIMA's PayPal account.
- Responsible for approving financial transactions, reporting, and reconciliation processes.

Governance Authority

- Contribute to financial policies and provide advice to the Executive Committee on funding decisions.
- Ensure all expenditure complies with AIMA's Constitution, budget approvals, and grant agreements.

Key Considerations

Banking Protocols

- AIMA and AIMA/NAS Westpac accounts require two authorised signatures per transaction.
- Signatory rights are granted to the President, Senior Vice President, Treasurer, and Secretary.
- Administrator-level banking access is limited to the same four officers for security and compliance.

Grant Management

- AIMA receives the Commonwealth AUCHP grant annually (approximately \$13,000), which funds:
 - AIMA Journal publications.
 - AIMA Newsletter production.
 - AIMA Conference activities.
- Additional funding may be sought for one-off projects such as:
 - Special Publications.
 - AIMA Photo Competition.
 - Other Council-approved initiatives.
- All grant applications and acquittals must align with AIMA's Strategic Plan 2022-2027 or any future Strategic Plans.

Risk Management and Transparency

- Ensure appropriate financial controls, including dual authorisations, fraud monitoring, and budget tracking.
- Act proactively to protect AIMA's financial interests and reputation.
- Maintain transparent and timely reporting to the Executive Committee, Council, and membership.

Funding Oversight

- All funding for special projects, scholarships, or third-party collaborations (e.g., Clarence ARC Project, MAAV Eleutheria Project) must be approved by the AIMA Council before allocation.

Observers

The Executive Committee observer program is a leadership pipeline initiative to prepare future Executive Committee members. Observers join the AIMA Executive Committee email group and meetings as observers. They are privy to all Executive

Committee correspondence and can contribute to discussions but do not have voting rights (unless on Council).

The Observer roles are to provide those Council members considering nomination for the Executive Committee an opportunity to observe its workings. They also provide transparency for Council members to understand the workings of the Executive Committee.

This is a succession strategy for the AIMA Executive Committee.

Calls for interest to be an Observer are sent to Council after the AGM with two positions available. If any positions remain, the offer can be extended to other position holders.

The Executive Committee Observer position is held for one year.

Roles of Observers

- Observe Executive Committee correspondence and decision making.
- Be bound by the same ethical standard of the Executive Committee and treat the Executive Committee dealings sensitively.

Responsibilities of Observers

- Attend Executive Committee meetings as possible.
- Follow the Executive Committee correspondence and use the opportunity to learn.
- Contribute to discussions and ask questions for their learning.

Key Considerations

- It is not mandatory for observers to be nominated each year. If there are no appropriate candidates, the position/s can remain unfilled.

Executive Committee Matrix

Role	Purpose	Key Deliverables	Decision-Making Authority
President	Provide strategic leadership and represent AIMA nationally and internationally.	<ul style="list-style-type: none"> • Lead Strategic Plan KPI delivery • Sign AUCHP grant agreements and acquittals • Represent AIMA to UNESCO, government, and partners • Chair Executive and Council meetings • Approve key communications • Approve formal submissions 	<ul style="list-style-type: none"> • Co-signs grants and financial commitments per Instrument of Authority • Final decision-maker on operational escalations
Senior Vice President	Deputise for the President and coordinate cross-committee operations.	<ul style="list-style-type: none"> • Act as Chair in the President’s absence • Champion Strategic Plan governance KPIs • Oversee key initiatives as assigned • Mentor Vice Presidents and future leaders 	<ul style="list-style-type: none"> • Holds delegated authority when acting • Approves portfolio actions assigned by the President
Vice Presidents (x2)	Support Executive operations, drive initiatives, and manage delegated portfolios.	<ul style="list-style-type: none"> • Lead and coordinate committees (e.g., Conference, Publications) • Act as Champions for allocated KPIs • Oversee nominated administrative roles • Build partnerships and explore funding opportunities 	<ul style="list-style-type: none"> • Operational decisions within allocated areas • Cannot sign grants or official correspondence unless delegated
Secretary	Maintain AIMA’s governance, membership, and compliance records.	<ul style="list-style-type: none"> • Manage membership renewals and database • Oversee nominations, AGM coordination, and minutes 	<ul style="list-style-type: none"> • Approves notices, agendas, and minutes • Co-signs financial authorisations per Instrument of Authority

Role	Purpose	Key Deliverables	Decision-Making Authority
		<ul style="list-style-type: none"> • Maintain governance archives • Administer member communications 	
Treasurer	Ensure financial sustainability, grant acquittals, and transparent reporting.	<ul style="list-style-type: none"> • Prepare annual budgets and forecasts • Manage AUCHP acquittals and grant reporting • Maintain financial dashboards, accounts, and audits • Administer PayPal, AIMA/NAS, and bank accounts • Support scholarships and bursaries 	<ul style="list-style-type: none"> • Approves payments ≤\$5,000 with one co-sign • Requires Council approval >\$5,000 • Signs AUCHP acquittals jointly with President
Observers	Develop future leaders by providing exposure to Executive operations.	<ul style="list-style-type: none"> • Attend Executive meetings as non-voting members • Gain governance knowledge and leadership skills • Contribute informal input to discussions 	<ul style="list-style-type: none"> • No delegated authority • Treat Executive conversations sensitively

Administrative Positions Roles and Responsibilities

Under Section 19 of the AIMA Constitution, the AIMA Council or the membership at the AGM may appoint Administrative Position Holders to manage specific operational portfolios that support AIMA’s governance, publications, conferences, outreach, and compliance obligations.

These positions report to the Executive Committee and work closely with other office bearers to deliver AIMA’s strategic objectives. Each role ensures continuity in operational excellence, knowledge management, and compliance with AIMA’s obligations, including deliverables under the Commonwealth AUCHP Grant and other funding agreements.

AIMA/NAS Tutor

The Senior Tutor leads AIMA’s NAS Training Program across Australia, ensuring quality, compliance, and effective delivery of NAS-accredited training on behalf of AIMA. This role is vital in supporting AIMA’s education and outreach strategy and directly contributes to AIMA’s constitutional objective to “promote the advancement of the field of maritime archaeology.”

Roles of AIMA/NAS Tutor

- Lead and coordinate the NAS Training Program nationally.
- Liaise with the NAS Education Officer regarding courses, tutors, and participants.
- Ensure the AIMA/NAS licence is current and renewed annually.
- Oversee tutor recruitment, training, and ongoing competency development.
- Manage financial reporting for course fees and disbursements in collaboration with the Treasurer.

Responsibilities of AIMA/NAS Tutor

- Maintain up-to-date tutor and participant records.
- Receive and collate State Tutor reports and submit participant and financial data to NAS and the AIMA Secretary.
- Correspond with prospective participants and allocate them to relevant State Tutors.
- Present the Senior Tutor’s Annual Report to the AIMA AGM.
- Identify opportunities for curriculum updates and coordinate enhancements to ensure compliance with NAS standards.

Delegated Authority

- Approve and endorse NAS-related reports and training documentation.
- Manage fee transfers and expenditure from the AIMA Training Account in collaboration with the Treasurer.
- Represent AIMA in NAS program-related discussions and compliance reporting.

Key Considerations

- An AIMA/NAS Committee may be re-established at the Executive Committee's discretion to strengthen program delivery.
- Training activities are directly tied to AIMA's broader objectives and reputation so ensuring program quality is critical.

Scholarships Chair

The Scholarship Chair oversees AIMA's annual scholarship program, which supports member-led research projects across Australasia. The role ensures fair administration, compliance with AIMA's governance requirements, and promotes the advancement of maritime archaeological research.

Roles of Scholarships Chair

- Manage the full lifecycle of the AIMA Scholarship Program.
- Chair the Scholarship Committee and lead the review process.
- Track successful applicants' project milestones and deliverables.
- Facilitate publication of outcomes through the AIMA Journal and Newsletter.

Responsibilities of Scholarships Chair

- Update and maintain scholarship application materials annually.
- Advertise scholarship rounds via newsletters, the AIMA website, and external channels.
- Liaise with applicants, assessors, and recipients throughout the process.
- Confirm alignment of submissions with the AIMA Code of Ethics.
- Notify all applicants of outcomes and announce winners at the AGM.
- Liaise with the Treasurer on fund disbursement.
- Collect bios, project summaries, and publication-ready materials from award recipients.

- Ensure all reports, submissions, and related records are maintained for auditing.

Delegated Authority

- Lead the Scholarship Committee decision-making process.
- Approve public announcements and award notifications.
- Oversee coordination between recipients, Treasurer, and Publications Committee.

Key Considerations

- Scholarship announcements should be made several months prior to the AGM.
- Maintain clear publication expectations with recipients to maximise research visibility.
- Ensure regular review of the Scholarship Kit to remain compliant with AIMA policies.

Conference Chair (and Committee)

The Conference Chair leads the planning and delivery of AIMA's annual conference, a flagship event critical to member engagement, industry visibility, and AIMA's obligations under the Commonwealth AUCHP Grant. Supported by the Conference Committee, the Chair manages logistics, sponsorships, programming, and participant experience.

Roles of Conference Chair

- Develop and present a proposed conference theme at the AGM for approval.
- Form and lead the Conference Committee, delegating planning responsibilities.
- Liaise with the Treasurer to manage the approved conference budget.
- Coordinate calls for papers, bursaries, and announcements.
- Build sponsorship partnerships in collaboration with the President.

Responsibilities of Conference Chair

- Secure a venue and negotiate contracts where required.

- Develop the conference program, including keynote speakers, sessions, and tours.
- Work with the Website Administrator and Social Media Administrator to promote the event.
- Approve session and paper abstracts in collaboration with the Committee and Session Chairs.
- Maintain accurate financial records and provide acquittals to the Treasurer.
- Report on conference outcomes at the AGM and to the Commonwealth AUCHP funding body.

Delegated Authority

- Approve conference communications and announcements.
- Liaise with guest speakers and sponsors in partnership with the President.
- Authorise spending within the budget approved by the Executive Committee.

Key Considerations

- Conference delivery is a critical Commonwealth AUCHP funding requirement.
- Early decisions on theme and keynote speakers enable better sponsorship outcomes.
- Always ensure speakers and sponsors meet the AIMA Code of Ethics and UNESCO Convention principles.

Diving Working Group Chair

The Diving Working Group Chair represents AIMA's interests on the Standards Australia Scientific Technical Committee (SF020), ensuring the perspectives of AIMA members, stakeholders, and industry partners are reflected in the development of scientific diving standards.

Roles of Diving Working Group Chair

- Represent AIMA in national discussions on scientific diving practices and standards.
- Lead AIMA's Diving Working Group and coordinate collective responses.

Responsibilities of Diving Working Group Chair

- Attend SF020 meetings or arrange an appropriate delegate when unavailable.
- Review and provide feedback on draft standards.
- Consult Executive, Council, and members to ensure AIMA's positions reflect broad interests.
- Maintain regular updates to the Executive Committee on SF020 developments.

Delegated Authority

- Represent AIMA at SF020 meetings and forums.
- Approve AIMA's formal feedback and responses on diving-related standards.

Key Considerations

- SF020 meets fortnightly. Workload increases significantly when new documents are released.
- Regular communication with the Executive Committee is critical for maintaining alignment.

Journal Editor (and Committee)

The Journal Editor serves as the chief editor of AIMA's academic publication, the Australasian Journal of Maritime Archaeology (AJMA). The position is elected and supported by an Editorial Committee and sub-editors, responsible for maintaining the quality, reputation, and timely publication of the AJMA.

Publication of the AJMA is a core objective under Section 2(e) of the AIMA Constitution and is a key deliverable under the Commonwealth AUCHP Grant.

Roles of Journal Editor

- Lead the preparation, publication, and distribution of the AJMA.
- Establish and manage the Editorial Committee and assign sub-editors as required.
- Ensure the AJMA maintains high academic standards and contributes meaningfully to maritime archaeology.

- Oversee the preparation of special publications as approved by the Executive Committee.

Responsibilities of Journal Editor

- Appoint an Editorial Committee of AIMA members, ensuring merit-based selection and capability to meet publication deadlines.
- Coordinate peer review processes and appoint specialist external reviewers when necessary.
- Edit, compile, and prepare the AJMA for publication on an annual basis.
- Arrange for printing, digital production, and distribution of the journal to members and institutions.
- Liaise with authors, reviewers, and the Publications Committee to ensure consistent publication quality.
- Maintain SCOPUS indexing and DOI standards for maximum visibility and academic impact.
- Prepare an annual Editor's Report for the AGM.

Delegated Authority

- Approve article selections, editorial decisions, and final publication content.
- Coordinate directly with the Treasurer on production costs and associated budgeting.
- Engage sub-editors and reviewers as required.

Key Considerations

- SCOPUS accreditation requires consecutive annual publication and DOI compliance – maintaining continuity is critical.
- Use digital editorial tools for managing workflows, ensuring consistency across the editorial team.
- Issue Calls for Papers throughout the year and coordinate reminders to maintain steady submission pipelines.
- Journal production is partially funded by the Commonwealth AUCHP Grant, requiring annual reporting and acquittals.

Newsletter Editor

The Newsletter Editor is responsible for producing AIMA's quarterly newsletter, a key engagement tool that communicates organisational updates, member news, and research highlights.

The newsletter supports AIMA's constitutional objectives and forms part of its deliverables under the Commonwealth AUCHP Grant.

Roles of Newsletter Editor

- Oversee the preparation, editing, and distribution of four newsletters annually.
- Source, review, and compile content aligned with AIMA's goals and ethics.
- Maintain publication schedules to ensure members receive timely updates.

Responsibilities of Newsletter Editor

- Establish annual release dates for all newsletter editions.
- Send calls for content submissions via email, website, and AIMA's social platforms.
- Edit and format submissions for publication, ensuring alignment with AIMA's standards.
- Include AGM minutes, reports, and formal communications when required.
- Collaborate with the Website Administrator and Social Media Administrator to promote newsletters.
- Submit a Newsletter Editor's Annual Report to the AGM.

Delegated Authority

- Approve newsletter content, layout, and publication timelines.
- Engage proofreaders or sub-editors from AIMA's membership where necessary.
- Coordinate with the Executive Committee on strategic communications when required.

Key Considerations

- Content generation requires proactive outreach to members, researchers, and committees.

- Authors are responsible for the accuracy, referencing, and grammar of their submissions.
- Newsletters form part of AIMA's Commonwealth AUCHP grant reporting obligations, requiring timely completion and archiving.

Website Administrator

The Website Administrator manages and maintains AIMA's official website, ensuring all online content, resources, and e-commerce systems remain accurate, secure, and up to date.

This role directly supports AIMA's engagement strategy, visibility, and online service delivery to members.

Roles of Website Administrator

- Manage website updates, security, and performance.
- Support online membership processing, publication sales, and NAS training resources.
- Ensure timely posting of conference announcements, newsletters, and governance documents.

Responsibilities of Website Administrator

- Regularly update content and resources as directed by the Executive Committee or Administrative Position Holders.
- Maintain the AIMA e-commerce shop, including product listings, pricing, and payment integration.
- Work with the Conference Chair, Newsletter Editor, Journal Editor, and Social Media Administrator to ensure timely online promotion of events and publications.
- Liaise with hosting providers and monitor website performance and security.
- Explore opportunities for automation, improved navigation, and enhanced member engagement.

Delegated Authority

- Manage AIMA's website infrastructure, e-commerce features, and platform settings.

- Approve content updates, layout changes, and publishing timelines as delegated by the Executive Committee.

Key Considerations

- The Website Administrator does not create original content but manages presentation and distribution.
- Site structure changes must align with AIMA's strategic objectives.
- AIMA's website is a central access point for members and the public – ensuring accuracy and usability is critical.

Social Media Administrator

The Social Media Administrator manages AIMA's presence on platforms such as Facebook and Instagram, ensuring consistent branding, audience engagement, and the ethical promotion of AIMA activities.

Roles of Social Media Administrator

- Post relevant and appropriate content on AIMA's social platforms.
- Promote AIMA's programs, events, and publications while maintaining alignment with AIMA's ethics.
- Engage with members and the public to strengthen AIMA's visibility.

Responsibilities of Social Media Administrator

- Create, schedule, and manage posts promoting AIMA's work and events.
- Respond to public enquiries and direct heritage-related matters to appropriate authorities.
- Share research and fieldwork updates that comply with AIMA's Code of Ethics.
- Collaborate with the Website Administrator to cross-promote relevant content.
- Support NAS course promotions, conference calls, and publication releases.

Delegated Authority

- Approve post scheduling and publication timelines.
- Remove inappropriate or non-compliant content in line with AIMA's policies.

- Work under the guidance of the Executive Committee on strategic messaging.

Key Considerations

- All posts must comply with AIMA's ethical guidelines and cannot promote unlawful or unethical activities.
- Popular posts include photos, research highlights, fieldwork updates, and new publications.
- Posts should be consistent but not oversaturated so aim for one or two high-value posts weekly.

Strategic Plan Administrator

The Strategic Plan Administrator oversees implementation of the AIMA Strategic Plan 2022-2027 or any future Strategic Plans, ensuring progress tracking, KPI monitoring, and ongoing engagement from Council, members, and administrative appointees.

Roles of Strategic Plan Administrator

- Support the Executive Committee by maintaining visibility on Strategic Plan progress.
- Track KPI achievements and prepare reports for the Executive Committee.
- Facilitate engagement across working groups and committees to ensure alignment with objectives.

Responsibilities of Strategic Administrator

- Maintain KPI tracking spreadsheets and update progress quarterly.
- Liaise with Strategic Plan Champions to provide guidance, resources, and reporting support.
- Provide reminders and updates to position holders responsible for KPIs.
- Present informal progress updates at AHOY meetings to highlight achievements and encourage involvement.

Delegated Authority

- Manage KPI reporting systems and tracking processes.

- Provide recommendations to the Executive Committee on resource allocation to achieve KPI targets.

Key Considerations

- Success relies on collaboration, encouragement, and volunteer engagement, not formal enforcement.
- Champions are not required for every KPI; support participation where opportunities naturally arise.
- Strategic alignment should remain central to all AIMA initiatives and decisions.

Merchandise Officer

The Merchandise Officer manages AIMA's branded products and promotional materials, supporting outreach, fundraising, and member engagement. This role oversees product development, sales, distribution, and event-based promotions.

Roles of Merchandise Officer

- Manage AIMA's physical merchandise inventory and promotional stock.
- Coordinate event-related displays and merchandise distribution.
- Develop ideas for new branded products and promotional items.

Responsibilities of Merchandise Officer

- Track, store, and distribute merchandise and promotional items.
- Maintain and update merchandise listings on the AIMA website.
- Liaise with the Treasurer on payments, PayPal reporting, and inventory reconciliation.
- Source quotes, suppliers, and designs for new branded products.
- Present proposals for new merchandise to the Executive Committee for approval.

Delegated Authority

- Manage stock levels and approve routine re-orders where funding has been allocated.
- Coordinate merchandise pricing and availability in collaboration with the Executive Committee.

Key Considerations

- Prioritise practical, cost-effective, and lightweight merchandise items.
- Suggested products include stickers, bookmarks, hats, scale cards, and branded stationery.
- Items should align with AIMA's branding guidelines and contribute to outreach objectives.
- Merchandise may be stored across multiple locations to support events; the Officer must maintain accurate stock tracking.

Administrative Positions Matrix

Role	Purpose	Key Deliverables	Decision-Making Authority
AIMA/NAS Senior Tutor	Lead AIMA’s NAS Training Program and ensure national licensing, compliance, and course quality.	<ul style="list-style-type: none"> • Deliver NAS-accredited training programs • Maintain AIMA’s NAS licence and certification stock • Submit annual reports to NAS on completed courses 	Approves course schedules and tutor coordination; financial approvals require Treasurer sign-off
Scholarship Chair	Manage AIMA’s annual scholarship program supporting research and innovation.	<ul style="list-style-type: none"> • Oversee applications and assessments • Chair Scholarship Committee • Track award recipients’ deliverables 	Can approve shortlist; final recipient requires Executive Committee endorsement
Conference Chair	Lead planning, organisation, and delivery of AIMA’s annual conference.	<ul style="list-style-type: none"> • Establish and coordinate the Conference Committee • Manage sponsorships, speakers, and logistics • Ensure AUCHP-funded deliverables are met 	Authority to manage logistics; financial commitments require Executive and Treasurer approval
Journal Editor	Oversee the publication of the Australasian Journal of Maritime Archaeology (AJMA).	<ul style="list-style-type: none"> • Lead peer review and editing • Publish annual AJMA volume • Ensure SCOPUS accreditation and DOI compliance 	Approves editorial content, reviewers, and publication; budget approvals require Treasurer oversight
Newsletter Editor	Produce AIMA’s quarterly newsletter to engage	<ul style="list-style-type: none"> • Publish four newsletters per year • Source and edit content 	Approves newsletter content; sensitive items require Executive review

	members and promote activities.	<ul style="list-style-type: none"> • Promote activities, events, and research 	
Website Administrator	Maintain and manage AIMA’s website as the central platform for members and the public.	<ul style="list-style-type: none"> • Update website content and resources • Manage e-commerce listings • Support delivery of AJMA, NAS training, and conference materials 	Full administrative control over content; structural or branding changes require Executive approval
Social Media Administrator	Manage AIMA’s social media presence to increase engagement and awareness.	<ul style="list-style-type: none"> • Manage Facebook and Instagram accounts • Promote events, newsletters, and AJMA • Track audience engagement 	Approves and publishes general content; sensitive posts require Executive approval
Strategic Plan Administrator	Support Executive and Council by tracking KPI progress and driving engagement with the Strategic Plan.	<ul style="list-style-type: none"> • Maintain KPI tracking dashboard • Liaise with KPI Champions • Facilitate quarterly updates 	Operational oversight of KPI tracking; no financial delegation
Merchandise Officer	Manage AIMA merchandise and promotional materials to support events and outreach.	<ul style="list-style-type: none"> • Maintain merchandise inventory • Manage online sales and listings • Source new products and promotional materials 	Approves supplier engagement; financial commitments require Treasurer approval