



Ausztráliai Magyar Pedagógusok Egyesülete
Hungarian Teachers Association Inc.

E: ampegyesulet@gmail.com | W: ampe.com.au

ABN no.: 84516423101

Responsibilities of office holders and committee members

President

- Acting as the spokesperson for the association
- Liaising with various government bodies, organisations and associations in Hungary and Australia
- Keeping correspondence with the AMPE-schools and teachers, in form of quarterly newsletters and informing them about the latest news and grant/event/ etc. opportunities in the sector
- Representing the association in the yearly diaspora meeting in Hungary
- Organizing and participating actively in planning and implementing the annual AMPE-conference
- Liaising with the members of the committee

Vice-president

- Understanding the responsibilities of the President and being able to perform these duties in the President's absence
- Acting as the spokesperson for the association when the President is not available
- Liaising with AMPE-schools and teachers and also with the Embassy of Hungary, Canberra
- Organizing and participating actively in planning and implementing the annual AMPE-conference
- Liaising with the presenters and lecturers of the conference – from overseas (mostly Hungary) and Australia
- Reporting to the committee members according to the current stages of the discussions with the presenters
- Collecting news from AMPE-schools for the association's website

Treasurer

- Assisting in the preparation of the budget
- Monitoring the budget
- Ensuring the organisation's financial policies are being followed
- Reporting to the Committee members and general membership on finances
- Preparing any required financial reporting forms
- Maintaining all bank accounts
- Overseeing all financial transactions such as: - issues invoices / receipt; - keeps record of overdue payments etc.
- Lodging an annual statement with Consumer Affairs Victoria within a month after the annual general meeting
- Applying to Consumer Affairs Victoria to change the association's name or rules



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Secretary

- Keeping minutes at committee meetings and at the AGM
- Collecting and maintaining membership data and presenting statistics at the AGM
- Updating the AMPE website information (conference, AGM, news etc.)
- Organising committee meetings
- Maintaining the association's official documents, and ensuring its rules are up-to-date

Committee member – project coordinator:

- Coordinating current co-operations within AMPE members-school and/or other teacher associations overseas
- Current project 1
There is a co-operation with the American Hungarian Schools Association to prepare curriculum for community language schools in the American and Australian diaspora. Each age group will have a committee from both associations. The kindergarten group is chaired by Zsuzsi Abonyi (Regnum Marianum Hungarian School).
- Current project 2
Sharing curriculum materials and preparing for the upcoming schools year prepared by the KCSP scholarship holders. Currently involved: Brisbane, Melbourne, Perth. The materials will be accessible to all member-schools. The platform, through which materials will be shared, will be discussed later this year.

Committee member – grant writer:

- Facilitating grants governance and administration of the start to finish processes in relation to grant applications
- Collation of research and grant program information
- Liaising with organisations, that are established grant sources for AMPE; at the moment there are two of them.
- Supporting the planning, analysis and delivery of grant projects. Making sure grant fund is spent according to grant regulations.
- Assessing and promoting grant opportunities
- Providing reports for the executive board
- Liaising with the Treasurer

Committee member – year 12 examination

- Liaising with the all the year 12 teachers in Australia (currently in Sydney, Melbourne, and Adelaide)
- Keeping track of numbers - students in year 12 and future year 12 students to make sure we have the overall minimum of 15 year 12 students sitting the exam each year
- Keeping a record of the academic achievements at the Hungarian VCE exams in all the states and territories (**continued next page**)



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- Collaborating with the other year 12 teachers to share resources, clarifying examination criteria, develop curriculum etc.
- Facilitating the promotion of the year 12-examination (website, media etc.)
- Providing help in the appeal process
- Find ways to communicate, advocate and liaise with the examination bodies in the different states and territories.