

ETAWA Council Members Handbook 2021-22

This Handbook

- The ETAWA Council Members Handbook exists to
 - induct new Council members to the existing policies and practices of ETAWA
 - provide a ready reference for all Council members regarding existing policies and practices
 - offer an opportunity to review existing policies and practices.
- The Handbook should be updated by the outgoing secretary at the end of each Council year.
- When there is a change of Secretary the revised handbook should be passed on to the newly elected Secretary.
- The revised Handbook should be presented by the Secretary in hard and digital copy for information and possible revision to the first meeting of each newly elected Council.
- All ETAWA Council members need to be familiar with the content of this handbook.

1. Management

1.1 Legal Framework

ETAWA is an incorporated body under the Associations Incorporations Act 2015 of Western Australia. Incorporation which means that members of the Council cannot be sued as individuals for the actions of ETAWA. The Act can be accessed at [Microsoft Word - AssocnsIncAct2015_00-b0-02.docx \(legislation.wa.gov.au\)](#).

1.2 Constitution

A copy of the ETAWA Constitution can be accessed at

www.etawa.org.au/wp-content/uploads/2020/06/ETAWA-Constitution-as-amended-2019-3.pdf

1.3 Administrative Support

- Until 1995 ETAWA had no administrative support. All work was undertaken by Council members. This included recording and circulating minutes, maintaining membership records and financial accounts, production of publications, organising mailings and conference organisation.
- In 1995 income from *Good Answers* allowed ETAWA to employ a part-time administrative officer to take care of these matters. The position was subsequently made full time.
- On the resignation of the admin officer in 2005, the Centre for Association Management (CASM) was contracted to provide these services.

1.4 Finances

- All payments by ETAWA must be approved by two individuals: the individual nominated by CASM and the treasurer or, in the unavailability of the treasurer, another member of executive, an exception being explained in the clause below.
- In 2019, ETAWA Council determined that, in the interests of transparency, no member of executive was permitted to approve a payment to her or himself.

1.5 Responsibilities of Council Members

- To participate in Council meetings.
- To ensure that all actions of ETAWA, including financial transactions, are in accordance with its constitution and the Associations Incorporation Act 2021.
- To carry out agreed portfolio duties.
- To support out of school hours events to ensure equitable workload of Council members.

1.6 Portfolios

- Portfolios for Council members are determined by Executive in consultation with Council and allocated at the second meeting of each new council. Portfolios for 2021-2 are as follows:
 - Communications: Josefina Wang, Karen Stuart
 - Regional support: Lisa Mack
 - Periodicals: Claire Burton, Rachel James
 - Tertiary liaison: Tony Hughes-D'Aeth
 - Early career teacher support: Bree Hansen, Ruby Jean Hindley
 - Examinations: Jenny Mirauda

- Social media: Olivia Rourke
- Conference: Josefina Wang, Ruby Jean Hindley
- Professional development: Josefina Wang

1.7 Meeting procedure

- Meetings are chaired by the President, in the absence of the President by the Vice President and in the absence of both by a Council member chosen by the Council
- The agenda and order of business are determined by the chair but can be varied by agreement of the meeting.
- Council members can request items be added to the agenda by emailing the Admin Officer a week before a meeting.
- Meetings are not conducted in a highly formal manner but the following should be observed:
 - Members should attempt to keep discussion confined to the topic at hand.
 - Discussions, other than those concerning reports, should normally culminate in a decision in the form of a motion put forward by a mover and seconder, and put to a vote and recorded in the minutes.

1.8 Media relations

- The ETAWA President is only council member authorized to speak on behalf of the association. The President does this in line with association positions and, when possible or appropriate, in consultation with the council or executive.
- If necessary or appropriate, the executive can deputise another council member to speak with the media.

1.9 Website

- The website is managed by the Administrative Officer in consultation with council.

2. Publications

2.1 Interpretations

- Purpose: to stimulate thought about English teaching
- Regularity: at least once per year
- Length: between 50 and 100 pages
- Format: journal/magazine style (non-refereed)
- Content: essays about English teaching, suggestions for/examples of resources and teaching strategies, conference reports by attendees, book/film/other text reviews, memoirs, reflections, sample lessons and programs, teaching ideas, reproduced articles from international and interstate journals.
- Payment for editor (set 2020): \$2,000 per issue. (Annual increase by CPI suggested: motion needed)
- Under the WA Legal Deposit Act 2012 and the Commonwealth Copyright Act 1968 it is the responsibility of the editor to ensure that a copy of each issue is provided to the WA State Library and the National Library of Australia. See [Legal Deposit | State Library \(slwa.wa.gov.au\)](http://slwa.wa.gov.au).

2.2 ETANotes

- Purpose: to keep ETAWA members informed of ETAWA activities and opportunities
- Regularity: at least once per term
- Length: 8 pages maximum
- Format: newsletter style
- Content: Council reports, upcoming events, order forms, Annual General Meetings and Special General Meeting notices and minutes, copies of ETAWA correspondence e.g. to SCSA, Education Department, ACARA
- Payment for editor: \$200 per issue as of 2021 to be increased annually by the increase in the consumer price index for Perth.
- Under the WA Legal Deposit Act 2012 and the Commonwealth Copyright Act 1968 it is the responsibility of the editor to ensure that a copy of each issue is provided to the WA State Library and the National Library of Australia. See [Legal Deposit | State Library \(slwa.wa.gov.au\)](http://slwa.wa.gov.au).

2.3 Good Answers

- The *Good Answers English* and *Literature* booklets were initiated by ETAWA in 1990. Their format has since been copied by other professional associations.
- Income from *Good Answers* of about \$95,000 per year allows ETA to pay for its administrative support and professional development activities.
- Length: 100-200 pages
- Content: examples of answers to the previous year's ATAR examinations which average students could reasonably be expected to emulate, rather than those which received the very highest marks. Heavily jargon-laden scripts should not be chosen. A minimum of two scripts for each question. Scripts should cover a wide variety of texts.

No more than two scripts on any one text and repetition limited to one text. Every attempt should be made to include texts which have not been dealt with in the previous two editions of Good Answers. Every attempt should be made to include scripts on recently released or published texts.

- Editor Payment (set 2020): For two publications (English and Literature): \$7,000 for 2021 to be increased annually by Perth CPI for the previous year. See attached editor's brief
- Writers' payments (set 2016): \$5,000 per publication for 2016 to be increased annually by Perth CPI for the previous year (2021 payment - \$5,244); amounts to be divided among writers as determined by editor
- Under the WA Legal Deposit Act 2012 and the Commonwealth Copyright Act 1968 it is the responsibility of the editor to ensure that a copy of each issue is provided to the WA State Library and the National Library of Australia. See [Legal Deposit | State Library \(slwa.wa.gov.au\)](http://slwa.wa.gov.au).
- *Good Answers* publications need to include an ISBN.

2.4 Examination Papers

- Format and contents: as per SCSA exam brief.
- Management: exam coordinator, appointed by Council, to employ writers and determine timelines; each paper to be reviewed by two individuals, one of whom must be an ETAWA Council member, the other selected by exam coordinator; unresolved disputes over the suitability of passages or questions to be referred to ETA Executive by either the Council member reviewer or the examination coordinator
- Coordinator payment: \$6,000 for 2021, to be thereon increased annually by CPI for Perth in the previous year
- Writer payments: For Years 11 and 12 English and Literature: \$3,000 per paper for 2021 and thereon to be increased annually by CPI for Perth in the previous year; for Year General English: \$2,500 per paper for 2021, to be thereon increased annually by CPI for Perth in the previous year; amounts to be divided among writers as determined by editor
- Reviewer payments: \$200 each for 2021, to be thereon increased annually by CPI for Perth in the previous year

3. Professional Development

3.1 PD Officer

- A professional development officer is appointed for a term determined by Council.
- Remuneration: \$50 per hour up to a maximum of an average of 8 hours per week (i.e. a maximum of \$20,800 per annum)
- ETAWA attempts to hold at least three PD activities per year in addition to the annual conference.

3.2 Annual conference

- The annual conference is normally held in the first weeks of term 2, when other factors do not intervene and normally takes place on a Saturday.
- Conference convenors, normally two, are appointed by Council, normally in August the previous year, to work with the PD Officer to organise the conference. Conference convenors are paid a total of \$4,000 each, figure set 2021 to be increased annually by increase in CPI for Perth. The total of \$4,000 to be divided between convenors as determined by executive.
- When the national English conference is held in WA, the state conference is subsumed within this. The annual English conference is held in WA every eight years. Number and payment of convenors to be determined for each conference..

3.3 Scholarships

- Each year ETAWA offers twelve scholarships to the State English Conference. Six scholarships are made available to teachers who are individual or group members of ETAWA working in remote, regional or rural schools. These scholarships cover travel costs, registration fees and accommodation to the value of \$2,000. Travel and accommodation arrangements are determined by and organized by the Administrative Officer. Six other scholarships are available to teachers who are individual or group members in their first or second year of teaching. These scholarships provide free registration.
- ETAWA offers 5 scholarships to members (individual or group) to attend the national English Conference each year when the conference is held interstate. The scholarships cover the cost of registration, travel and accommodation. Travel and accommodation arrangements are determined by and organized by the Administrative Officer
- When the National English Conference is held in WA, ETAWA offers fourteen scholarships to attend this conference. Six scholarships are available to teachers who are individual or group members of ETA working in remote, regional or rural schools. These scholarships cover travel costs, registration fees and accommodation. Travel and accommodation arrangements are determined by and organized by the Administrative Officer. Eight other scholarships are available to teachers who are individual or group members in their first or second year of teaching. These scholarships cover the cost of registration.
- It is a condition of all scholarships that awardees provide an article of approximately 200 words describing their experience for publication in *Interpretations* or *ETANotes*.

3.4 Teacher in residence program

- In 2020 ETAWA decided to offer opportunities for members who are early career teachers in remote, regional or remote schools to participate in a Teacher in Residence program. to enable eligible teachers to participate in a work shadowing program in one or more metropolitan schools for a period of one week, and to engage with other metropolitan places to access support and resources.
- The scholarship covers airfare, accommodation and meals. Successful candidates are required to write an article for Interpretations about the experience as part of the scholarship. Two teacher in residence scholarships are available each year.
- Under the program ETAWA reimburses schools for teacher relief costs.

4. Ongoing commitments

4.1 The Big Picture Phase 2

In 2019 ETAWA agreed to provide \$310,094 (incl GST) to support *The Big Picture Phase 2*, a UWA project to produce online support materials for English teachers. The first payment of \$153, 251 was released in 2020. The second payment of \$156, 842 will be made upon production of two online units. See appendix 3.

4.2 Curtin University annual ATAR English Conference

- ETAWA has for some years provided \$10,000 per annum to support this Conference in exchange for acknowledgement for the Conference. This has not been established as an ongoing yearly policy.
- The normal process is for the Conference Coordinator Curtin to apply for each year in writing to ETAWA Council.
- Sometimes Curtin has paid ETAWA for PD services to the presenters, and ETAWA has in turn paid the presenters so that Curtin could in fact pay the presenters, but without it being a direct payment as they were only allowed to pay the casual academic rates.

4.3 *Primo Lux, Novus Lux*

- In 2020 ETAWA agreed to support production of the *Primo Lux* Year 10-12 student poetry anthology at the rate of \$2,500 per issue.
- In 2020 Council agreed to undertake a competition and subsequent production of *Novus Lux*, an anthology of poetry by students in Years 7-9. Annual budget to be as endorsed by Council

5 AATE

5.1 Nature of membership

ETAWA is, along with other state and territory English Teaching Associations, an affiliated member of the Australian Association for the Teaching of English.

5.2 Affiliation fees

ETAWA currently pays annual affiliation fees of \$26.59 per corporate (i.e. group) member

5.3 State delegate

The State Delegate has traditionally been the President but can be any Council member. The delegate is required to attend all AATE council meetings throughout the year, including the AGM in Oct/Nov (held in Adelaide) and the full day meeting scheduled as part of the AATE national conference (in the city hosting the conference). The delegate is required to submit a report to the Council annually, and report regularly to the national body regarding state initiatives, finances and governance.

5.4 English in Australia

As part of their membership of AATE, ETAWA members receive hard copies of the national journal *English in Australi*.

5.5 Conference hosting

Each state-based ETA has the responsibility of hosting the AATE conference every 8 years. The schedule for conferences is controlled by AATE and available on their website. There is a conference protocol/planning schedule handbook available and conference coordination is conducted in collaboration with, and on behalf of, the AATE council and executive. Each state can choose to work with ALEA or independently from ALEA for this conference. ETAWA receives a share of the profit or loss of this conference with AATE.

5.5 National agreements

- State Conference Timing - state conference should not be held within a 6 week window prior to or after the national conference.
- Reciprocal Benefits - there is an agreement between states that members of other states can register for state conferences or PD at a member price. However, membership of one ETA doesn't provide full membership rights to another.