

# **ETAWA Council Members Handbook 2024-25**

**As of 27/08/2024**

## **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](http://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 Executive Officer

- In 2021 ETAWA Council decided to employ an Executive Officer. See appendix 1 for the current Executive Officer contract.

## 1.5 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.
- At the first meeting of each new council the treasurer should present a budget for the next twelve months for consideration by Council.

## 1.5 Responsibilities of Executive

As per the constitution:

President

- (1) It is the duty of the president to consult with the secretary regarding the business to be conducted at each council meeting and general meeting.
- (2) The president has the powers and duties relating to convening and presiding at council meetings and presiding at general meetings provided for in these rules.

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the president regarding the business to be conducted at each council meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the council to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the council to do so, maintaining on behalf of the Association a record of council members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of council meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the council.

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the council;
- (c) ensuring that any payments to be made by the Association that have been authorised by the council or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;

### **1.6 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.

## 1.7 Portfolios

- Portfolios for Council members are determined by Executive in consultation with Council and allocated at the second meeting of each new council.
- Liaison between portfolio holders and executive: in October 2022 Council determined that portfolio holders should liaise with members of Executive according to the following structure:

<i>Portfolio</i>	<i>Executive Member</i>
Communications: and social media: Karen Stuart & Ellie Crowley	Vice-president Mel Hindley
Early Career Teacher Liaison: Jane Ward, Natasha Saunders	Vice-president Mel Hindley
Examinations Brittany Carson	President Claire Burton
Publications: Richard Slade, Sophie Monisse	Secretary Rod Quin
Regional Liaison: Josie Wang and Rachel James	Treasurer Hugh Rayner
Tertiary Liaison: Tony Hughes D'Aeth	Executive Officer Claire Jones

Portfolio holders should liaise with the relevant executive member for final approval of actions within their portfolio.

## 1.8 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.
  - Motions which involve expenditure should be accompanied by an explanation of the impact of the proposal on the current budget.

## 1.9 Media relations

- The ETAWA President is the 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.

#### **1.10 Website**

- The website is managed by CASM in consultation with council.

## 2. Publications

### 2.1 Interpretations

- Purpose: to stimulate thought about English teaching
- Regularity: at least once per year
- Length: approximately 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 in 2020 at \$2,000 per issue for 2021 to be increased annually by Perth CPI for the previous year; therefore payment for 2023 is \$2,289 per issue. See appendix 4.
- 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 \(slwa.wa.gov.au\)](https://slwa.wa.gov.au).

### 2.2 ETANotes

- *ETANotes* was a once per term newsletter intended to keep ETAWA members informed of ETAWA activities and opportunities .
- In 2022 Council decided that *ETANotes* and all other form of communication to members be replaced by a once-per-month single email format along the lines of Mailchimp.

### 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.
- Net 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. Payment for 2023 is \$8,013. See appendix 3.

- Writers' payments (set 2016): \$5,000 per publication for 2016 to be increased annually by Perth CPI for the previous year, amounts to be divided among writers as determined by editor. Payments for 2023: \$6,003 per publication.
- 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 per set of exams for 2021, to be thereon increased annually by CPI for Perth in the previous year. Payment for 2023: \$6,868.
- 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. Payments for 2023: \$3,434 per paper ATAR Eng and Lit; \$2,862 per paper for Gen Eng.
- Reviewer payments: \$200 each for 2021, to be thereon increased annually by CPI for Perth in the previous year. Payments for 2023: \$229.

## 3. Professional Development

### 3.1 PD Officer

- A professional development officer is appointed for a term determined by Council.
- See appendix 2 for current Professional Development Officer contract.

### 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. Payment for 2023: \$4,579 The total 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 prior to 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. 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 normally offers five 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. The amount of each scholarship is dependent on where the conference is held and may vary between awardees, depending on their location and thus travel costs. In 2023 four awardees received scholarships of \$5,000 and one \$6,000 because of her location in Exmouth.
- 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.

### **3.5 Professional development honoraria**

- In November 2022 ETAWA Council decided that presenters of professional development would be paid \$400 for a ninety-minute session, this amount to be increased annually by the increase in the Consumer Price index for Perth for the pervious twelve months. Where there are multiple presenters, this amount to be split between presenters. Payment for 2023: \$433.

### **3.6 Travel costs**

- ETAWA will reimburses motor vehicle travel costs incurred by Council members and contracted officers at the rate used by the Australian Taxation Office.

## **4. Other activities**

### **4.1 The Big Picture**

In 2019 ETAWA agreed to provide \$310,094 (incl GST) to support *The Big Picture Phase 2*, a joint ETAWA 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 in 2021. In May 2022 ETAWA Council agreed to support The Big Picture Phase Three to an amount of \$205,025.

### **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 support 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**

Affiliation fees are as follows:

Corporate/institutional members: \$33.25 per annum inc digital EinA

Individual/student/life members: \$21.25 per annum inc digital EinA

Where an ETA has group membership (as with ETAWA, ACTATE and ETANT) each member of the group is counted as an individual member. The group itself is not counted as a corporate/institutional membership

### **5.3 State delegate**

The State Delegate to AATE is normally the President but can be any Council member or officer. 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 Australia*.

### **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 – in accordance with AATE agreement state conference should not be held within a six 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 association.

## Appendix 1: ETAWA Executive Officer Contract 2022

This contract is between the English Teachers Association of Western Australia (ETAWA) and Claire Jones (the contractee).

The contractee agrees to provide the following services to ETAWA:

1. Undertake research on emergent and current issues related to the teaching of English and Literature
2. Consult with ETAWA members on emergent and current issues related to the teaching of English and Literature
3. Liaise with education providers and authorities
4. Develop position papers and submissions on emergent and current issues related to the teaching of English and Literature
5. Develop high quality resources for use by English and Literature teachers.
6. Participate in ETAWA Council meetings as an ex-officio member.

### Expected hours

Equivalent of 8 hours per week over the course of the year.

### Term of contract

1 January 2023- 31 December 2024, renewable upon review by ETAWA Executive in November 2024 for a term agreed to by both parties.

### Contract payment

Equivalent to School Administrator 4.1 (Deputy Principal) as per School Education Act Employees' (Teachers and Administrators) General Agreement 2021: \$141,644 plus casual loading of 25%: \$177,055 Equivalent per week: \$3,405

Equivalent per hour of a 38 hour week: \$89.60

8 hours per week: \$716.82


Annual payment: \$37,274.74

Contract payment to be made on receipt of invoice of 4 weekly invoice of \$2,867.29.

### Superannuation requirement

It is a Government requirement for employees or contract workers paid in excess of \$450 in a calendar month to receive a superannuation contribution of 12% of salary: this amounts to \$4,472.97.54 per annum or \$86.02 per week:

Signed: \_\_\_\_\_ (the contractee) Date: \_\_\_\_\_

Signed:  (on behalf ETAWA) Date: 19 July 2024

## APPENDIX 2: ETAWA Professional Development Officer Contract 2022

This contract is between the English Teachers Association of Western Australia (ETAWA) and Susan Lazeby (the contractee).

The contractee agrees to provide the following services to ETAWA:

- design a suite of school-based and non-school-based professional development activities for Western Australian English teachers
- prepare cost and price schedules for each of the activities for approval by the Council of ETAWA
- promote and publicise the activities to members of ETAWA
- manage requests and bookings for the activities within the professional development budget determined by the Council of ETAWA
- seek out and contract appropriate persons to deliver the activities (the contractee may also deliver some of the activities)
- create and manage feedback mechanisms to monitor the success of the activities, and provide reports to Council on the feedback.

### Expected hours

- Equivalent of 8 hours per week over the course of the year.

### Term of contract

- 1 March 2022- 28 December 2023, renewable upon review by ETAWA Executive in November 2023 for a term agreed to by both parties.

### Contract payment

Equivalent to Senior Teacher as per School Education Act Employees' (Teachers and Administrators) General Agreement 2021: \$117,854 plus 25% percent casual loading: \$147,317.5

Equivalent per week: \$2,833

Equivalent per hour of a 38 hour week: \$74.55

8 hours per week: \$596.43

Annual payment: \$31,014.21

Contract payment to be made on receipt of invoice of 4 weekly invoice of \$2,385.71

### Superannuation requirement

ETAWA will make a superannuation contribution of 12% of salary. This amounts to \$3,721.71 per annum or \$71.57 per week:

Signed:

\_\_\_\_\_ (the contractee) Date: \_\_\_\_\_

\_\_\_\_\_ (for ETAWA) Date: \_\_\_\_\_

## **Appendix 3: *Good Answers* Editor’s Contract 2023-24 for the Production of *Good Answers 2023***

The editor is responsible to the ETAWA Council for the timely production of *Good Answers English* and *Good Answers Literature* for the relevant year.

The editor’s duties are to:

1. advertise for, appoint, contract and manage the writer/s of each edition
2. produce the briefs for writers, by modifying the previous briefs
3. determine a publication date in consultation with the executive of ETA Council
4. determine appropriate timelines for meeting the publication date
5. negotiate with SCSA in regard to access to suitable scripts
6. appoint and manage a typist for the scripts
7. appoint and manage a typesetter and proof-reader for both editions
8. copy-edit the publications to a high standard
9. design the covers in consultation with an appropriate designer
10. manage the printing process
11. ensure overall quality control – the editor has final say on the content and design.
12. provide monthly reports to ETAWA Council on the progress of the publications.

Payment of a total of \$8,013 will be made on receipt of invoice after publication, for satisfactory fulfilment of the above duties.

I agree to the above conditions.

Signed:

\_\_\_\_\_ (the contractee)

Date: \_\_\_\_\_

\_\_\_\_\_ (President, ETAWA)

Date: \_\_\_\_\_

## Appendix 4: Interpretations Editor Contract

This contract is between the English Teachers Association of Western Australia (ETAWA) and \_\_\_\_\_ (the contractee) and is for the period from \_\_\_\_\_ to \_\_\_\_\_.

The contractee agrees to provide the following services to ETAWA:

- manage the publication of the ETAWA journal, *Interpretations*
- actively seek out and commission appropriate articles for the journal
- assess and determine the suitability for publication of submissions for the journal
- sub-edit submissions as appropriate
- manage the design and layout of each edition
- contract an independent proof-reader/copy editor for each edition at an amount agreed to by the Council of ETAWA
- arrange for and oversee the printing of the journal
- produce two editions of the journal per year of approximately x pages in length
- ensure that all editions are of a high quality in every respect.

In return for satisfactory provision of these services ETAWA will pay the contractee an amount of \$2,175 per edition of the journal, increasing on an annual basis by CPI for Perth of the previous twelve months. This amount will be paid on receipt of an invoice.

Signed:

\_\_\_\_\_ (the contractee)

Date: \_\_\_\_\_

\_\_\_\_\_ (President, ETAWA)

Date: \_\_\_\_\_