

ASSOCIATION OF PAINTING CRAFT TEACHERS
ASSOCIATION OFFICERS

Outline of Duties

President - Three year term of office - One year as Vice President - One Year as President - One Year as Immediate Past President.

- Organise, in consultation with the National Secretary, the Executive Committee and Annual General Business Meetings.
- Organise an annual dinner at which he/she will be installed as President.
- Act as a representative of the Association at events with kindred organisations

National Secretary - Three year term of office

- Organise, in consultation with the President, the Executive Committee and Annual General Business meetings
- Minute the two Executive Committee meetings per annum and keep a record of such minutes
- Minute the Annual General meeting and keep a record of such minutes
(The E.C. is giving consideration to employing a Minute Secretary for these two items)
- Collate, produce and circulate the mailings to members (usually 4 per annum)
- Receive enquiries and documentation for APCT business correspond with kindred organisations
- Give advice and assist if required the incoming President with his/her annual dinner.
- Produce a diary of attendances required for the incoming President.

National Treasurer - Three year term of office

- To keep the accounts of the Association and prepare them ready for audit.

Membership Secretary - Three year term of office

- To keep an up to date record of the membership.
- To ensure that the membership pays all subscriptions on time.
- To notify members when subscriptions are un paid.

Area Secretaries - Two year term of office

- Organise Area meetings at least one per education term
- Minute the area meeting and keep a record of such minutes.
- Collate, produce and circulate regional mailings to area members & members of the Executive Committee.
- Attend the two Executive Committee meetings.

Chairman of National Education & Training Committee (N.E. T.C.) - Three year term of office

The member elected will Chair the two N.E.T.C. meetings per annum and any other extra-ordinary meetings which may be called; undertaking correspondence with individuals or organisations as a result of items discussed and actions agreed at the meetings.

CITB Occupational Working Group Representative - Three year term of office

The elected representative, who should be an experienced teacher of Painting and Decorating, currently working within the NVQ system and well known (high profile) to the membership, will represent the Association for a period of three years.

During this time he/she will take forward the views and interests of the membership to the group, who decide upon the contents of the National Vocational Qualification in Painting & Decorating. The person elected should have the skills to make strong and articulate representation to ensure the best possible contents of the qualification. This will necessitate obtaining the members' views through attendance at area meetings and national discussion groups as and when necessary.