



AUSTRALASIAN ORTHODONTIC BOARD

Roles within the AOB

Chair

1. Overseeing the overall running of the AOB
2. Chairing meetings
3. Driving change within the AOB as required
4. Communication between the ASO President, ASO Council, ASO Secretariat and the AOB Executive

Registrar

1. Maintenance of the Master List through communication with the ASO Secretariat, State Convenors and the Student Liaison Officers
 - a. Checking which student and mainstream members are reaching their due dates for
 - i. Renewal
 - ii. Submission of records within the correct time period
 - iii. Submission of completed cases
 - b. Reviewing change of status
 - c. Culling members who have not re-certified (in agreement with the AOB Executive)
2. Monitoring Correspondence for student and mainstream candidates
 - a. Correspondence from ASO Secretariat, Student Liaison Officers, State Convenors
 - b. Updating correspondence letter templates so they are current
 - c. Reminders for renewal, submission of records, submission of completed cases
3. Notification of the students who receive the awards student awards
4. Support the AOB Federal executive in other roles that may extend beyond the role of the registrar

Secretary

1. Preparing the AOB Executive meeting agendas and Minutes, and circulating them to the ASO president, ASO Secretariat and AOB Executive
2. Preparing the AOB Advisory Board meeting agendas and Minutes, and circulate to the Advisory Board, ASO Secretariat and AOB Executive
3. Organising the AOB Meeting teleconferences with ASO Secretariat
4. Secretarial work and correspondence as required
5. Support the AOB Federal executive in other roles that may extend beyond the role of the secretary

State Convenor

1. Person of contact for AOB enquiries throughout the State
2. Communication between AOB applicants and AOB assessors to ensure confidentiality of the candidate
3. Reminders for submission of records and completed cases
4. Correspond with the ASO Secretariat to update the Master List

Student Liaison Officer

1. AOB representative at Dental School Orthodontic Department
2. Person of contact for AOB matters for the students
3. Assessors for student cases
4. Ensure that final year student cases are ready for the following years ASO Congress or ASOFRE

ASO Secretariat

1. Maintain the AOB Master List - distribute to the AOB Exec, Convenors and School Liaisons
2. Correspondence
 - a. Process initial applications and payments, forward applications to Convenors etc
 - b. Send completion letters, emails, certificates as required
 - c. Send reminders for renewal
3. General duties
 - a. Liaise with Registrar / Convenors as required e.g. updating Master List
 - b. Assist AOB Secretary with setting AOB Advisory teleconference meetings
 - c. Assist with distribution of Award monies
 - d. Circulate comms to members from the AOB Committee
 - e. Maintain JCO subscription