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*Call for Nominations – AARE Executive*

*Nominations for the following positions on the Executive Committee of AARE should be forwarded to the Secretary by 16 September 2016.*

* **Editor,** *The Australian Educational Researcher* (three-year term, 2017–19)

The Association’s journal, *The Australian Educational Researcher*, has been published by the large international firm Springer since 2011. Under the stewardship of the current editor, Assoc Prof Linda Graham of QUT, the journal’s impact factor has risen to 0.696 and it is now the second highest ranked education journal with an Asia-Pacific regional focus. The current Editor’s term ends in December 2016 and an exciting opportunity exists for an energetic academic with a good research track record and excellent national and international connections to take on this role. The position is a demanding one and requires a member who is extremely committed, highly organised, and has good negotiation skills, flexibility in their other commitments and the support of their institution. There will be an opportunity for the successful candidate to spend time with Assoc Prof Graham during December/January to be trained in the associated processes. See role description below.

* **Special Interest Groups Co-ordinator** (three-year term, 2017–19)

SIGs are an increasingly prominent part of the organisation of AARE, within and outside the annual conference. There are currently some 27 SIGs and the work involved in administering them throughout the year is increasing as the number of activities, grants and awards associated with SIGs proliferates. To reflect this growing importance, the Co-ordinator role has been elevated to a designated position on the Executive. The Co-ordinator needs to be a recognised researcher with good organisational, communication and negotiation skills and a commitment to fostering networks of researchers with similar interests. See role description below.

* Ordinary **Executive Member** (two positions, including **Postgraduate Student** member) (two-year terms, 2017–18). See role descriptions below.

*Nation Form*

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of member nominee

Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept nomination and I declare that I am not an insolvent under administration and that I have not been convicted of any offences as specified in section 30(2) of the *Associations Incorporation Act* (1985) (South Australia).

Contact details of Nominee: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone no.

Proposer: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of the member proposer

Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of member seconder

Signature of Seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return completed Nomination Forms to:** Ms Debra Cunningham, Secretary AARE, Queensland College of Teachers, Box 389, Toowong Qld 4066. Email: [debra.cunningham@qct.edu.au](mailto:debra.cunningham@qct.edu.au) Fax: 07 3870 5006.

Please note:

1. **Proposers, seconders and nominees must be financial members of AARE.**
2. Please check membership status by email to aare@aare.edu.au or phone 0499 338 835.
3. Nominations close 5:00 pm (AEST) Friday 16 September 2016.
4. A ballot will be conducted (if necessary) after 10 October 2016 and will close on 11November 2016.
5. The outcome of the election process will be confirmed at the AGM to be held during the annual conference (27 Nov – 1 Dec 2016).
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the AARE Constitution.

**Position Descriptions**

***Editor, The Australian Educational Researcher***

The Editor of the *Australian Educational Researcher (AER)* is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election to that position, normally for no more than one further three-year term. (Under the terms of AARE’s contract with Springer (publishers) for commercial publication of the journal, the Editor is known as Managing Editor.)

The role of the Editor AER includes:

* developing and maintaining an appropriate and active editorial board and editorial assistance team to ensure that the AER is a respected and esteemed educational journal nationally and internationally
* liaising with the publisher of AER to ensure the interests of the Association, readers and contributors are represented effectively
* advising the AARE Executive of policy and editorial issues in a timely fashion so that any required Executive decisions can effectively steer the journal
* ensuring on-time publication of all issues of AER (within contracted page limits)
* managing correspondence including submissions, review process, reviewer contacts, advice to authors, communication of publishing decisions via Springer’s Editorial Manager (online system)
* liaising with the Springer productions team on preparation of manuscripts and issues
* managing the in-house proof reading and correction of final proofs by a qualified Editorial Assistant prior to approval of article PDFs for publication to uphold quality
* ensuring that the Presidential Address and Radford Lecture undergo peer review by appropriate reviewers and are published in an issue during the year following the delivery of each
* considering for publication the papers of the winners of the ECR Award and the Betty Watts Indigenous Researcher Award and ensuring that each submission undergoes double-blind peer review prior to acceptance for publication
* reviewing ‘Advice to contributors’ and other relevant sections of the Springer website and updating as required
* ensuring that the work of the journal is aligned with changes to research policy where relevant
* maintaining criteria for reviewing articles for special issues of AER and ensuring that these are met
* identifying the promotional “free access” paper for each issue and organising the access link through Springer
* managing the @AER\_AARE Twitter account, regularly tweeting new issues and free access papers
* determining the final shortlist of 5 articles for the Springer/AER ‘Best Paper’ award, and managing the final ‘Best Paper’ identification process with the support of selected members of the Editorial Board
* determining the final shortlist of 5 best reviewers annually and identifying the Springer/AER Reviewer of the Year Award
* liaising with Springer Publishing to organise best paper awards and prizes in readiness for the AARE annual conference
* presenting writing development seminars/workshops at the AARE annual conference
* maintaining quality of articles published in AER, promote AER at international conferences, maintain/improve the journal’s international ranking and impact factor
* keeping abreast of advances in journal publishing.

***Special Interest Groups Co-ordinator***

The SIG Coordinator is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election to that position, normally for no more than one further three-year term. The main role of the position is to support the development of vibrant communities of researchers in thematic areas relevant to the study of education.

The role of the SIG Coordinator includes:

* promoting and supporting networking within the SIGs of fellow education researchers who are members of AARE
* supporting SIGs to undertake a diverse range of activities, including organising events, discussion groups, research training, symposia etc
* approving the creation of new SIGs
* maintaining SIG pages on the AARE website
* soliciting contributions from SIGs for the AARE newsletter
* informing SIG convenors of AARE initiatives and developments relating to SIGs
* approving annual funding for SIG activities
* chairing a committee to award large competitive grants for SIG activities
* membership of the AARE Conferences Standing Committee
* liaising with the Chair of the Conferences Standing Committee and SIG convenors to manage the processes of abstract reviewing, full paper refereeing and programming of presentations for AARE Conferences
* organising a meeting of SIG Convenors at the annual AARE Conference
* organising space for SIG meetings/networking at the annual conference
* reviewing existing AARE policies relating to SIGs and recommending changes to the AARE Executive
* initiating activities and policies to ensure SIGs remain active and relevant to AARE.

***Ordinary member***

There are four elected ordinary members on the AARE Executive Committee, including the Postgraduate Student member and the Early Career Researcher (ECR) member. Two of the four positions are elected in any one year.

Ordinary members contribute generally to the running of the Association, may undertake special projects and/or may ‘understudy’ other positions. The Executive also appoints Ordinary members to undertake roles such as Awards Co-ordinator and Theory Workshops Co-ordinator.

To be eligible for election as **Postgraduate Student** member, a person must be enrolled as a postgraduate research student or final-year honours student at an Australian university and not in full time employment. The term of office is two years.

The role of the Postgraduate Student member includes:

* consulting frequently with the postgraduate student community on all relevant issues and reporting concerns/issues to the AARE Executive
* promoting the interests of the postgraduate student community within AARE
* being the point of contact for postgraduate students at the Annual Conference
* promoting AARE within the Postgraduate student community with a view to increasing membership numbers
* sub-editing the AARE Newsletter sections on postgraduate student profiles and any other postgraduate news
* maintaining digital communications with the postgraduate student community through the appropriate channels provided by AARE such as the website, newsletter, interactive forums and RSS feeds
* liaising with the ECR member, particularly in relation to the combined postgraduate and ECR activities such as pre-conference workshops and similar activities
* informing the postgraduate student community when AARE elections are being held
* membership of the Conferences Standing Committee.

**Expectations of All Executive Committee Members**

The Executive Committee is responsible for the management of the Association on behalf of the general membership. It is accountable to the membership and reports at the AGM. The Executive normally meets face-to-face three times a year (usually in February, in June/July, and just before the annual conference). Additional meetings may be held by teleconference. Executive Committee members act in a voluntary capacity. Before volunteering to serve on the Executive, members should be aware of the expectations AARE has for members of the committee. Executive members must be members of AARE in good standing.

It is expected that all committee members will:

* attend and report to meetings of the Executive
* undertake such activities between meetings as agreed among Executive members (this may include, for example, drafting documents or liaising with other groups)
* attend the annual conference and AGM
* act in pursuit of the goals of the Association.

Members are expected to give their time and effort to this vital Association role on a voluntary basis as part of their commitment to education research. Given the size and importance of the Association, the workload involved can be significant. AARE will reimburse Executive committee members for out-of-pocket expenses incurred in their committee role (e.g. travel to attend meetings). However, AARE is not able to reduce or waive conference registration fees for committee members, nor provide other financial or in-kind compensation except in certain specific cases as determined by the Executive from time to time.

AARE is extremely grateful to its voluntary committees and recognises that without their dedication and commitment the costs of managing the Association would be considerably higher. We trust that serving on the Executive committee will benefit members by expanding their professional networks, developing latent talents, learning new skills, and providing a sense of personal satisfaction at contributing to a major professional association.

Names of all existing Executive members are given on the AARE website (<http://www.aare.edu.au>). See AARE Constitution (available on the website) for information about the positions and the role of the Executive.

Further information about the Executive and about individual positions is available from the Secretary.

*Debra Cunningham, AARE Secretary*