



Call for Nominations for AARE Executive 2011

Nominations for the following positions on the Executive Committee of AARE should be forwarded to the Honorary Secretary by 24 September 2010.

Positions available:

- **Honorary Treasurer** (remaining two years of three-year term, 2010-12),
- **Editor, *Australian Educational Researcher*** (three-year term, 2011-13), and
- Ordinary AARE **Executive Member** (three positions, including postgraduate research student) (all two-year terms, 2011-12).

Position:	_____
Nominee:	_____ full name of member nominee
Proposer:	_____ full name of the member proposer
Seconder:	_____ full name of member seconder
Signature of Nominee:	_____ I accept nomination
Contact details of Nominee:	_____
	_____ Postal address
	_____ email address _____ phone no.
Signature of Proposer:	_____
Signature of Seconder:	_____

Please return completed Nomination Forms to:

Ms Debra Cunningham, Hon. Secretary AARE,
Queensland College of Teachers, Box 389, Toowong
Qld 4066. Fax: 07 3870 5006. Email:
debra.cunningham@qct.edu.au

Nomination Form Notes

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 03 5964 9031 and ask for Ruth Jeffery.
3. Nominations close 24 September 2010.
4. A ballot will be conducted (if necessary) after 15 October 2010 and will close on 19 November 2010.
5. The outcome of the election process will be confirmed at the AGM to be held during the annual conference (28 Nov – 2 Dec 2010).
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the Constitution adopted at the 2007 AGM; years for election of certain positions are specified in transitional arrangements set out in the By-Laws. Additional transitional arrangements were determined at the 2007 AGM.

Position Descriptions

Honorary Treasurer

The Honorary Treasurer is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election for one further three-year term. The current casual vacancy is for the remaining two years of a term. The Treasurer is responsible for the maintenance of accurate financial records and for reporting these to the Executive and to the AGM. The Treasurer should preferably have a head for figures and some understanding of association finances. Bookkeeping is undertaken by the AARE Office, which also provides assistance with other matters within the Treasurer's purview.

Editor, *The Australian Educational Researcher* (AER)

The Editor of the *Australian Educational Researcher* is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election for 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 Editor-in-Chief.)

The role of the Editor AER includes ensuring on-time publication of three issues of AER per year, managing correspondence, responding to submitted manuscripts, managing and processing all papers for scheduled issues, keeping a current list of reviewers, and appointing and overseeing the work of the AER Administrator and the Book Reviews Editor.

Postgraduate student member

The Postgraduate student member is one of six elected ordinary members of the AARE Executive Committee. 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 fulltime employment. The term of office is two years.

The role of the Postgraduate student member includes being the voice of the postgraduate student community on the AARE Executive, organising Postgraduate student activities during the Annual Conference, and promoting AARE within the Postgraduate student community with a view to increasing membership numbers. The Postgraduate student member liaises closely with the Early Career researcher member.

Ordinary member

There are six elected ordinary members on the AARE Executive Committee, including the Postgraduate student member and the Early Career researcher member. Three of the six 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 persons from among the Ordinary members to undertake the roles such as Membership and Recruitment Co-ordinator, Co-ordinator of Awards, and Co-ordinator of Special Interest Groups.

Further information about the Executive and about individual positions can be obtained from the Secretary.

Expectations of 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.

It is expected that 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

It is expected that members will 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 (eg 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 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.

*Debra Cunningham
Hon. Secretary*