



Call for Nominations – AARE Executive

Nominations for the following positions on the Executive Committee of AARE should be **forwarded to the Secretary by 15 October 2019**.

- **President Elect** (four-year term in total, 2020–23, including one as President Elect, two as President and one as Immediate Past President)
- Ordinary **Executive Member** (two positions, including **Early Career Researcher** member) (two-year terms, 2020–21).

See role descriptions below.

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 <i>Associations Incorporation Act</i> (1985) (South Australia).
Contact details of Nominee: _____ _____ Postal address _____ email address _____ phone no.
Proposer: _____ full name of the member proposer
Signature of Proposer: _____
Secunder: _____ full name of member secunder
Signature of Secunder: _____

Please return completed Nomination Forms to: Ms Robyn Henderson at Robyn.Henderson@usq.edu.au.

****Please note:**

1. **Proposers, seconds 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) Tuesday 15 October 2019.
4. A ballot will be conducted (if necessary) after 22 October 2019 and will close on 12 November 2019.
5. The outcome of the election process will be confirmed at the AGM to be held during the annual conference (2 – 5 December 2019).
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the AARE Constitution.

Position Descriptions

President Elect

The President Elect is an office-bearer of the Association. A ballot for the office of President Elect is conducted towards the end of the first year of the President's term. This position replaces the Immediate Past President on the Executive and allows for

induction and appropriate transition. The President Elect serves a term of one year before assuming the role of President. At the end of their term of office the President becomes the Immediate Past President and continues as a member of the Executive for the subsequent year.

The role of the President Elect/Immediate Past President includes:

- assisting the President in fulfilling the duties listed above
- chairing the Executive Committee in the absence of the President
- acting as proxy for the President as required
- participating in regular meetings of the Executive Management Team

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.

Early Career Researcher (ECR) member

The Early Career Researcher (ECR) is one of four elected ordinary members of the AARE Executive Committee. To be eligible for election as an early career researcher member, a person must have been awarded a doctoral degree within the past 5 years and would normally have an appointment at no higher than Level B (or equivalent) if employed by a university or research agency. The term of office is two years.

The role of the Early Career Researcher includes:

- representing the interests of Early Career Researchers on the AARE Executive
- contributing to the well-being of ECRs within the education research community
- liaising with ECRs to maintain an awareness of the broad range of interests pertinent to them
- working with AARE to support ECRs through the provision of workshops and other activities
- promoting the work of AARE with ECRs
- promoting AARE within the ECR community with a view to increasing membership numbers
- working closely with the Postgraduate Student Member, particularly in relation to pre-conference workshops and other Conference related events
- 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.

Robyn Henderson, AARE Secretary
