



AARE Executive Committee Position Description

President Elect/Immediate Past President

The President Elect and the Immediate Past President are office-bearers of the Association. The positions alternate, with only one being filled in any one year. 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 below;
- Taking carriage of initiatives, where requested by the President;
- Chairing the Executive Committee in the absence of the President;
- Acting as proxy for the President as required;
- Participating in meetings and as a voting member of the Executive Management Team.

If a vacancy occurs in the office of the President during the first year of the President's two-year term, the Immediate Past President shall assume the office of President for the remainder of the year. If the vacancy occurs in the second year of the President's term, the President Elect shall succeed. The incoming President Elect will serve out the remainder of the vacated term as well as the subsequent term.

President

The President is an elected office-bearer of the Association. The term of office is two years. At the end of this 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 includes:

- Ultimate responsibility for all constitutional and business matters;
- Chairing formal meetings including:
 - Executive Meetings
 - Executive Management Team meetings
 - Annual General Meeting (AGM)
- Reporting to the AGM on the activities of the Executive in managing the affairs of the Association over the previous year;



- Overseeing the carriage of AARE business between Executive meetings and AGMs, through the duties of the Executive Management Team;
- Leading the development and review of AARE policy in conjunction with the Executive;
- Working with Executive and in liaison with the Research development Coordinator to determine strategy and priorities for research advocacy with the Association and across the sector;
- Representing AARE publicly in the media and elsewhere (e.g. in professional, policy and research forums) and supporting portfolio holders to undertake specific representation relevant to their portfolios;
- Working as an advocate for AARE in the pursuit of the goals of the Association;
- Liaising with cognate research and professional associations in Australia (e.g. ACDE, ACEL, AERO, CHASS, ATEA, ACSA, ACE) and overseas (e.g. BERA, AERA, EERA);
- Liaising with organisations with related interests (e.g. AITSL, ACARA, ACER);
- Overseeing recruitment of appropriate and high-quality Portfolio holders and Chairs of Sub Committees and providing ongoing liaison to support their work;
- Presenting the Presidential Address at the AARE Annual Conference in the second year of their presidency (and submitting the paper to the AER for publication where appropriate/invited by the editor);
- Contributing relevant news to the AARE Member News Update (Association newsletter);
- Working with the Awards Portfolio holder to oversee AARE Awards (Radford Lecture, Honorary Life Membership Award, Distinguished Fellow Award, Doctoral Research in Education Award, Conference Awards);
- Overseeing the quality criteria for the Doctoral Research in Education Award;
- Overseeing publishing agreements in consultation with the Executive;
- Delegating responsibilities to other members of the Executive where appropriate;
- Briefing the incoming President and ensuring appropriate handover of duties and activities in a timely manner after the AGM of presidential transition.

General Responsibilities:

Refer to page 3, 4 and 8 of the [AARE Executive Committee Office Bearer Policy](#).