



Vision: High quality educational research to enhance the public good.

Purpose: To promote, support and improve research and scholarship in education to enhance educational processes, policy and practice at all levels.

AARE EXECUTIVE ELECTION 2022: POSITION DESCRIPTIONS

AARE's volunteer office bearers play an integral role in enabling the association to advance its mission and purpose and to meet its corporate and legal obligations.

The time, experience, and expertise invested by executive committee members is an invaluable asset for AARE and the Education research community and Executive committee members derive a significant benefit from their participation through having a direct impact on causes they care deeply about and making a contribution worthy of recognition.

AARE recognises that without the voluntary service and dedication of executive and committee members the costs of managing the Association would be considerably higher.

AARE will reimburse Executive committee members for out-of-pocket expenses incurred in their committee role (e.g. travel to attend face-to-face meetings) as far as possible within the budget. Please refer to the Executive Funding Policy for more detail.

We trust that serving on the Executive committee will benefit members through

- having a direct impact through service to a discipline they care deeply about.
- expanding professional networks
- developing skills in Board membership and leadership
- providing a sense of personal satisfaction at contributing to a major professional association.

Executive Committee Responsibilities

The responsibilities of AARE Executive members are based on the [AARE Constitution](#), the [Associations Incorporation Act 1985](#) SA (under which AARE is incorporated), and policy and practice within AARE and professional membership associations.

All Executive members are required to:

- Attend Executive Committee meetings (three per year; face to face or online) and the Annual General Meeting (AGM)
- Participate in committee activities and working groups, as appointed by the Executive
- Provide reports on their areas of responsibility to Executive meetings, the AGM and the AARE Annual Report
- Contribute to Executive Committee succession planning through maintenance of documentation and procedures relevant to their area of responsibility
- Act to advance the goals of the Association

Refer to page 8 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

The Executive Committee is supported by the following contracted operational service providers:

- [FineHaus Association Management](#) - association, office and event management services.
- [ConferenceNational](#) - conference management services.

The names of current Executive Committee and sub committee members is maintained at:

www.aare.edu.au/about-us/executive/

AARE members who are interested in finding out more about the above positions open for election in 2022 are invited to contact current office bearers and/or the [Executive Management team](#) to learn more.

SECRETARY

The Secretary 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 primary purpose of the role is to ensure carriage of standing orders, particularly with regard to procedures for elections, meetings, voting, decisions, record keeping, association correspondence and the register of members.

Responsibilities

The role of Secretary includes duties in relation to governance & planning, meetings, committee administration, and membership strategy.

The Secretary is a member of the Executive Management Team that meets monthly and is responsible for leading the Membership Sub-committee.

A detailed position statement for the Secretary is provided at page 5 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

Current Office Bearer: John Lester, john.lester@newcastle.edu.au

TREASURER

The Treasurer 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 primary purpose of the role is to oversee the financial administration of the organisation, ensure the Association meets legal and regulatory requirements in relation to financial procedures and reporting, and advise the Executive Committee on financial strategy.

Responsibilities

The role of Treasurer includes duties in relation to governance & planning, meetings, committee administration and finance.

The Treasurer is a member of the Executive Management Team that meets monthly.

A detailed position statement for the Treasurer is provided at page 7 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

Current Office Bearer: Michele Simons, michele.simons@westernsydney.edu.au

RESEARCH DEVELOPMENT COORDINATOR

The Research Development 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 purpose of the position is to advocate for educational research, to strengthen the ability of the Australian educational research community to influence the research policy environment and to anticipate, respond and adapt to changes in that environment.

Specific Responsibilities

Working collaboratively to:

- Lead AARE's strategy and priorities for research policy and advocacy activities
- Monitor and report regularly to the Executive on key developments educational research policy environment and the national higher education sector
- Coordinate initiatives to build research capability across the membership- e.g. with graduate researchers and early career researchers

- Maintain regular communication with relevant key stakeholders across AARE, e.g. SIG leaders, Graduate and ECR networks
- Cooperate with other professional and discipline organisations and learned academies on matters related to educational research in Australia (e.g. REN, cADRE, ACDE, ACEL, AERO, CHASS, ATEA, ACSA, ACE), overseas (e.g. BERA, AERA, EERA) and with organisations with related interests (e.g. AITSL, ACARA, ACER)
- Chair the AARE Research Advocacy Sub Committee and ad hoc working groups
- Serve as a member of the ACDE board (as the Specialist Member Research), attend the annual ACDE conference and collaborate on research projects, submissions and activities as appropriate
- Prepare briefing notes and draft responses to consultation documents
- Promote cooperation among educational researchers nationally and internationally
- Write a regular column on research development matters for AARE News, contribute regularly to the EduResearch Matters blog, and comment on relevant issues in other social media and mainstream media

General Responsibilities

Refer to page 8 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

Current Office Bearer: Anna Sullivan, anna.sullivan@unisa.edu.au

ORDINARY MEMBER POST GRADUATE STUDENT

The Postgraduate Student (PGS) member is one of four elected ordinary members of the AARE Executive Committee. To be eligible for election as the Executive PGS 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.

Specific Responsibilities

- Consulting frequently with the PGS community on all relevant issues and reporting concerns/issues to the AARE Executive
- Representing and advocating for the interests of the PGS community within AARE
- Promoting AARE within the Postgraduate student community with a view to increasing membership numbers
- Collaborating with the Early Career Researcher (ECR) member to organise and run PGS/ECR activities including annual pre-conference workshops as well as PGS/ECR network meetings and other events throughout the year
- Being the point of contact for postgraduate students at the Annual Conference
- Contributing to the AARE Member Newsletter: e.g. postgraduate student profiles and other PGS news
- Maintaining digital communications with the postgraduate student community through the appropriate channels provided by AARE such as the website, newsletter, interactive forums and social media channels
- Informing the postgraduate student community when AARE elections are being held
- Participating as a member of the Conferences Standing Committee

General Responsibilities

Refer to page 8 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

Current Office Bearer: Natalie Downs, Natalie.Downes@canberra.edu.au

ORDINARY MEMBER

AARE will call for nominations to fill a 2 year term 2023-2024.

There are four Ordinary Members elected by ballot of all members of the Association to the AARE Executive for a term of two years (two positions fall vacant per year).

The term of office is two years, with eligibility for re-election to that position, normally for no more than one further two-year term.

Specific Responsibilities

Ordinary Members without portfolios make specific contributions on an as needs basis, for example:

- Planning and organising AARE Theory Workshops and other workshops/events
- Preparing and co-editing of special issues of AER
- Producing items for the newsletter
- Conducting symposiums at AARE Conferences

General Responsibilities

Refer to page 8 of the (DRAFT) AARE Executive Committee Office Bearer Policy.

Current Office Bearer: Sara Weuffen, sl.weuffen@federation.edu.au

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

John Lester, AARE Secretary
secretary@aare.edu.au