

## EXECUTIVE COMMITTEE OFFICE BEARER POLICY

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Drafted by	AARE Executive Office Manager	Date Approved	26 Nov 2022
Responsible person	AARE Secretary	Review Date	August 2023

### INTRODUCTION

The Australian Association for Research in Education (AARE) acknowledges that its Executive Committee operates more effectively when the members and office-bearers of the Executive know their respective duties and obligations.

### PURPOSE

This policy seeks to ensure that members and office-bearers of the Executive Committee know their respective duties and obligations.

### DUTIES & RESPONSIBILITIES

Members and Office-bearers of the Executive Committee shall have the duties and obligations set out in the Position Statements, below.

These are based on the [AARE Constitution](#), the [Associations Incorporation Act 1985](#) (SA) ('the AIA') under which AARE is incorporated, policy and practice within AARE and the roles as they apply generally within professional membership associations.

The President shall be responsible for including this policy in the induction package provided to new Executive Committee members and for resolving any point in dispute in this policy.

The Secretary shall be responsible for ensuring that a copy of this policy is available for reference in Executive Committee meetings.

A list of current Executive Committee members is maintained at [www.aare.edu.au/about-us/executive/](http://www.aare.edu.au/about-us/executive/).

The Executive Committee is supported by Association and Conference Management Service Providers.

Related procedure documents:

- Executive Committee Portfolio Guidelines & Procedures
- Association Management Guidelines & Procedures
- AARE Conference Guidelines & Procedures

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### AUTHORISATION



19 December 2022

Professor Annette Woods, Secretary

Australian Association for Research in Education



## TABLE OF CONTENTS

Position Statements: Executive Management Team .....	3
<i>Position Statement: President</i> .....	3
<i>President Elect / Immediate Past President Duties</i> .....	4
<i>Position Statement: Secretary</i> .....	5
<i>Position Statement: Treasurer</i> .....	7
Position Statement: Executive Committee Member .....	8
Executive Committee Terms of Office .....	9

## POSITION STATEMENTS: EXECUTIVE MANAGEMENT TEAM

<b>Position Statement: President</b>		
<b>General responsibilities, in partnership with the Executive Committee</b>		<b>Included tasks</b>
<b>Governance &amp; planning</b>	Provide leadership to the Association.	<ul style="list-style-type: none"> <li>• Oversee the management of Executive Committee business together with other members of the Executive Management Team, supported by the Executive Office Manager.</li> <li>• Lead the development of a Strategic Plan.</li> <li>• Ensure regular review and development of the Strategic Plan.</li> <li>• Ensure regular review and development of policies and procedures.</li> <li>• Ensure regular review of the Constitution.</li> </ul>
	Ensure that the Association's objectives, goals, mission and Constitution are being followed.	
	Ensure that the Association develops in the appropriate strategic direction.	
	Ensure that the Association operates in an ethically, environmentally, and socially responsible manner.	
	With the Treasurer, ensure that the Association's financial control procedures are adequate and that risk management strategies are in place.	
	Ensure that all legal requirements are specified in policies and procedures documents and that the performance of legal requirements is documented and reported to the Executive Committee.	
<b>Meetings</b>	Ensure that appropriate standing orders are in place in accordance with the Constitution.	<ul style="list-style-type: none"> <li>• Chair Executive Management Team meetings.</li> <li>• Call ad hoc meetings as required.</li> </ul>
	With the Secretary, prepare agendas in advance of meetings, supported by the Executive Office Manager.	
	Chair Executive Committee and General Meetings according to standing orders.	
	Rule on issues of meeting procedures not covered in the standing orders.	
	Present the Annual Report to the Annual General Meeting to profile the current and future activities, achievements, plans and strategic direction of the Association.	
<b>Committee &amp; Portfolio Management</b>	Assign administrative and portfolio duties to Executive Committee members and volunteers.	<ul style="list-style-type: none"> <li>• Ongoing liaison with portfolio holders to support their work.</li> <li>• Oversee the quality criteria for the Doctoral Award and protocols for the annual AARE awards.</li> <li>• Present the Presidential Address at the AARE Annual Conference (2nd year).</li> <li>• Ensure regular review of Executive induction and handover procedures.</li> </ul>
	Serve on Executive standing and/or sub-committees as required.	
	Liaise with Executive standing and/or sub-committee chairs and report to the Executive Committee.	
	Carry out administrative duties as assigned and delegating responsibilities where appropriate.	
	Oversee the recruitment, induction, and training of Executive Committee members.	
	Oversee the assessment, review and renewal of the Executive Committee.	
	Oversee the management of the Association's grievance procedures.	
	Ensure the harmony of Executive Committee deliberations.	
	Manage the succession of the position of President.	

<b>General responsibilities, in partnership with the Executive Committee</b>		<b>Included tasks</b>
<b>Association &amp; Conference Management</b>	Oversee all contracts and agreements in consultation with the Executive	<ul style="list-style-type: none"> <li>• Ensure annual review and succession planning for Association and Conference Management service providers.</li> </ul>
	Oversee the recruitment of Association and Conference Management service providers.	
	Serve as liaison to Association and Conference Management service providers.	
	Ensure policies and procedures are in place for Association and Conference Management operations.	
	Report to the Executive Committee on Association and Conference Management issues, in consultation with the Executive Management Team and Chair, Conferences Standing Committee, supported by the Executive Office Manager.	
<b>Member &amp; sector engagement</b>	Ensure media, advocacy and other policies are in place as appropriate.	<ul style="list-style-type: none"> <li>• Maintain relationships with educational research leaders</li> <li>• Represent AARE on reference groups as invited</li> <li>• Contribute news to the AARE Member newsletter</li> <li>• Submit presidential address paper to the AER for publication if appropriate/invited by the editor (2<sup>nd</sup> year)</li> </ul>
	Serve as spokesperson for the Association as appropriate.	
	Support Portfolio holders to undertake representation relevant to their portfolios	
	Promote the Association in the education research community as opportunities arise.	
	Collaborate with Australian and international Education Research Associations and other organisations with related interests (e.g. ACDE, ACEL, AERO, CHASS, ATEA, ACSA, ACE, BERA, AERA, EERA, REN, AITSL, ACARA, ACER)	
<b>Other duties</b>	As for Executive Committee members (below).	

<b>President Elect / Immediate Past President Duties</b>
<p>The core purpose of the President Elect / Immediate Past President roles is to:</p> <ul style="list-style-type: none"> <li>• Support the succession of the position of President.</li> <li>• Assist the President in fulfilling the duties listed above.</li> <li>• Take carriage of initiatives, where requested by the President.</li> <li>• Chair the Executive Committee in the absence of the President.</li> <li>• Act as proxy for the President if required.</li> <li>• Participate as a voting member in Executive Management Team meetings.</li> <li>• Other duties as for Executive Committee members below.</li> </ul>

<b>Position Statement: Secretary</b>		
<b>General responsibilities, in partnership with the Executive Committee</b>		<b>Included tasks</b>
<b>Governance &amp; planning</b>	Ensure the preparation and adoption of appropriate Executive Committee policies.	<ul style="list-style-type: none"> <li>Oversee the management of Executive Committee business together with other members of the Executive Management Team, supported by the Executive Office Manager</li> <li>Support the development of the Association Strategic and Business/Operational Plans</li> </ul>
	Contribute to the strategic direction of the Association.	
	Contribute to ethically, environmentally, and socially responsible Association operations.	
	Lead the development and regular review of a Marketing Plan for the Association and ensure marketing performance is reported to the Executive Committee.	
<b>Meetings</b>	Ensure that appropriate standing orders are in place in accordance with the Constitution.	<ul style="list-style-type: none"> <li>Provide guidance to the Executive Committee to ensure the Association operates in accordance with regulatory reporting requirements (Constitution, Associations Incorporation Act, ASIC).</li> <li>Report the outcome of the election to the AGM.</li> <li>Seek the AGM's approval of the of members appointed to the Executive</li> </ul>
	Support the President and Executive Office Manager to prepare agendas, notices and reports in advance of each Executive Committee or General Meeting, according to standing orders.	
	With the President, oversee the distribution of meeting papers before Executive Committee and General Meetings, supported by the Executive Office Manager.	
	With the President, oversee minute taking and distribution protocol for each Executive Committee and General Meetings, supported by the Executive Office Manager.	
	Oversee the organisation of Executive Committee and General Meetings, according to standing orders.	
	Provide Secretary report to the Annual Report and AGM.	
	Serve on the Executive Management Team between Executive Committee meetings	
<b>Committee &amp; Portfolio Administration</b>	Oversee Executive committee nomination, election and voting protocols	<ul style="list-style-type: none"> <li>Oversee calls for nomination, election ballots and related documentation</li> <li>Liaise with prospective Executive candidates</li> <li>Act as returning officer for nominations and votes</li> <li>Ensure collection of signatures from elected candidates</li> <li>Receive and respond to Association correspondence (via AARE Office)</li> <li>Co-sign documents, as required</li> <li>Authorised signatory for AARE bank accounts (with the Treasurer, and Executive Office Manager)</li> </ul>
	Serve on Executive standing and/or sub-committees as required.	
	Maintain formal record keeping of Executive standing and/or sub-committee membership and AARE awards recipients, supported by the Executive Office Manager	
	Oversee and control all Association books, documents, archives, artefacts and securities, and make them available to members as requested, supported by the Executive Office Manager.	
	Oversee control of the Common Seal and logo of the Association.	
	With the President, liaise with relevant regulators (SA Consumer & Business Services, ASIC), supported by the Executive Office Manager.	
	Provide guidance to Executive Committee, Portfolio and Standing/Sub-Committee members regarding the Association Constitution, policies, procedures (and past practice/tradition).	
	Personally carry out administrative duties as assigned by the President.	
	Support the succession of the position of Secretary.	

<b>General responsibilities, in partnership with the Executive Committee</b>		<b>Included tasks</b>
<b>Membership</b>	Lead the development of Association membership strategy including chairing the Membership sub-committee.	<ul style="list-style-type: none"> <li>• Oversee regular member surveys</li> <li>• Ensure compliance with Australian privacy principles and legislation</li> </ul>
	Oversee the Association register of members including procedures for the admission and resignation of members; and for the discipline, suspension and expulsion of members.	
	Ensure that membership policies and procedures are documented, and that membership performance is reported to the Executive Committee.	
<b>Other duties</b>	As for Executive Committee members (below).	

<b>Position Statement: Treasurer</b>		
<b>General responsibilities, in partnership with the Executive Committee</b>		<b>Included tasks</b>
<b>Governance &amp; Planning</b>	Ensure that the Executive Committee maintains the degree of financial literacy necessary to conduct the Association business.	<ul style="list-style-type: none"> <li>• Oversee the management of Executive Committee business together with other members of the Executive Management Team, supported by the Executive Office Manager</li> <li>• Ensure Management Liability insurance and other insurances in place</li> <li>• Oversee annual financial audit in accordance with legal requirements</li> <li>• Support the development of the Association Strategic and Marketing Plans</li> </ul>
	Contribute to the strategic direction of the Association.	
	Contribute to ethically, environmentally, and socially responsible Association operations.	
	Provide advice to the Executive Committee about finance and fundraising matters.	
	Ensure the Association's financial control and risk management strategies are adequate and fully documented and reported to the Executive Committee.	
	Ensure financial requirements are specified in policies and procedures documents.	
	With the President, oversee the production, regular review and ongoing development of a Business/Operational Plan for the Association, supported by the Executive Office Manager.	
<b>Meetings</b>	Report to the Executive Committee on the financial situation of the Association, including variances from the approved budget.	<ul style="list-style-type: none"> <li>• Develop and review financial reports/papers as required</li> <li>• Ensure Executive Committee endorsement of financial policies, reports and budgets</li> </ul>
	Provide any necessary financial items to Executive Committee agenda/meetings.	
	Report to the Annual General Meeting on the financial situation of the Association.	
	Serve on the Executive Management Team between Executive Committee meetings.	
<b>Committee &amp; Portfolio Administration</b>	Chair Finance and/or Risk sub-committees if applicable.	<ul style="list-style-type: none"> <li>• Co-sign documents, as required</li> <li>• Receive advice from Executive members to manage accounts for approved activities</li> </ul>
	Serve on the Annual Conference Standing Committee and other Executive standing and/or sub-committees as required.	
	Liaise with Executive standing and/or sub-committee chairs and portfolio holders on financial issues and report to the Executive Committee where appropriate.	
	Support the succession of the position of Treasurer.	
<b>Finance</b>	Oversee Association Management practices to ensure: <ul style="list-style-type: none"> <li>• financial records are adequate, protected, backed up, and accessible</li> <li>• financial control procedures are adequate</li> <li>• appropriate safeguards against fraud are in place</li> <li>• risk management strategies (including appropriate insurances) are in place</li> <li>• an Association asset register is maintained, if applicable</li> <li>• compliance with all applicable tax and financial regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with Association Management, bookkeeping and financial auditing service providers</li> <li>• Authorised signatory for AARE bank accounts (with the Secretary, and Executive Office Manager)</li> </ul>
	Oversee, supported by the Executive Office Manager: <ul style="list-style-type: none"> <li>• collection and receipt of all money due to the Association</li> <li>• making of all payments authorised by the Association;</li> <li>• bookkeeping and banking;</li> <li>• preparation of budgets (operations, conference, SIG, other);</li> <li>• review of income and expenditure against budgets;</li> <li>• the Association's investment strategy</li> </ul>	
	Personally carry out assigned financial duties.	
<b>Other duties</b>	As for Board members (below).	

## POSITION STATEMENT: EXECUTIVE COMMITTEE MEMBER

<b>Responsibilities of all members</b>	
<b>General</b>	All Executive members must be current (financial) members of AARE and in good standing.
	On being elected to the Executive Committee, undertake induction and training procedures.
	Provide an induction for their successor, including a briefing and handover of relevant documentation when vacating their position.
<b>Governance &amp; Planning</b>	Consider, debate, and vote on issues before the Executive Committee on the basis of the best interests of the Association only.
	Comply with rules, policies, procedures and standing orders of the Association.
	Understand the Association's finances (including solvency).
	Review and approve the Association's systems for financial control and risk management.
	Contribute to development, review and approval of the Association's Strategic Plan, and other consequential arrangements (Business/Operational Plan, Marketing Plan, etc.).
<b>Meetings</b>	Attend all meetings (three per year and the Annual General Meeting). If absence is absolutely unavoidable, apologise in advance.
	Where Executive Committee papers are circulated in advance of the Executive Committee meeting, read papers and consider issues before the meeting.
	Provide portfolio or other reports in advance of Executive Committee meetings and General Meetings, as requested.
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate.
<b>Committee Participation</b>	Serve on Executive standing and/or sub-committees as required.
	Undertake administrative duties as required.
	Provide portfolio or other reports to support Executive standing and/or sub-committees.
<b>Legal &amp; Ethical</b>	Avoid making any improper use of any information or status acquired by virtue of their position in the Association so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.
	If they have any direct or indirect material or non-material personal interest in any contract with the Association or any matter before the Executive Committee, inform the Executive Committee immediately and comply with the Association's Conflict of Interest Policy.
	At all times conduct Executive Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus.
	Apply for a Director Identification Number (DIN) from the <a href="#">Australian Business Registry Service</a> . AARE is an incorporated association and a Registered Australian Body with the Australian Securities and Investments Commission (ASIC), incorporated in South Australia and trading nationally. As such all directors are required to have a director identification number. <ul style="list-style-type: none"> <li>• A DIN is a unique identifier to prevent the use of false or fraudulent director identities.</li> <li>• All AARE Executive Committee members must apply for their own director ID to verify their identity. No one can apply on behalf of another person.</li> <li>• Directors will only ever need one director ID and don't have to apply for another one if they become a director of other companies or corporations.</li> </ul>
<b>Member &amp; sector engagement</b>	When representing AARE, make comments to the media with guidance from the Executive Management Team and in accordance with organizational policy.
	Promote the organisation in the education research community as opportunities arise, in accordance with organisational policy.
	Actively support association fundraising or marketing activities, where possible



## EXECUTIVE COMMITTEE TERMS OF OFFICE

<b>President</b>	Elected position. Term of office - 2 years. <a href="#">Clause 6.3a</a>
<b>President Elect*</b>	Elected position. Ballot conducted towards the end of the first year of the President's term. <a href="#">Clause 6.3b</a> Term of office – 1 year, before assuming the role of President.
<b>Immediate Past President*</b>	At the end of their term of office the President becomes the Immediate Past President. Term of office – 1 year. <a href="#">Clause 6.3a</a>
<i>*the President Elect and the Immediate Past President positions alternate, with only one being filled in any one year.</i>	
<b>Secretary</b>	Elected position. Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>Treasurer</b>	Elected position. Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>AER Editor</b>	The AER Editor in Chief is selected on merit by a subcommittee convened to assess expressions of interest in the position. <a href="#">Clause 6.4g</a> Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>Research Development Coordinator</b>	Elected position. Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>SIG Coordinator</b>	Elected position. Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>Communications Coordinator</b>	Elected position. Term of office - 3 years. <a href="#">Clause 6.3c</a> Eligible for re-election, normally for no more than one further three-year term.
<b>Ordinary Members:</b> <ul style="list-style-type: none"> <li>• Postgraduate Student</li> <li>• Early Career Researcher</li> <li>• Awards Coordinator</li> <li>• Ordinary Member, no portfolio</li> </ul>	Elected position. Term of office - 2 years. <a href="#">Clause 6.3d</a> Eligible for re-election, normally for no more than one further two-year term. <ul style="list-style-type: none"> <li>• Postgraduate student member - must be enrolled as a postgraduate research student or at an Australian university. <a href="#">Clause 6.2c</a></li> <li>• Early career researcher member - must have been awarded a doctoral degree within the past 5 years. <a href="#">Clause 6.2d</a></li> <li>• The Executive Committee may appoint from among its ordinary members, persons to undertake the roles of Coordinator of Awards, Coordinator of Workshops and such other ongoing roles as may be required. <a href="#">Clause 6.6g</a></li> </ul>
<b>Co-opted Chair, Conferences Standing Committee</b>	Appointed by the Executive Committee and co-opted to the Executive. Term of office - 3 years. <a href="#">Clause 4.2</a>
<b>Co-opted Indigenous Researcher Liaison</b>	To be eligible to stand as the Aboriginal and Torres Strait Islander Researcher Executive member, a person must identify as an Aboriginal and/or Torres Strait Islander person. <a href="#">Clause 6.2e</a> The Aboriginal and Torres Strait Islander Researcher Executive position will be filled by one of the Convenors of the Aboriginal and Torres Strait Islander Research Special Interest Group (SIG) or, with the approval of the SIG membership, the Convenor's representative. <a href="#">Clause 6.4f</a> Term of office - 2 years. <a href="#">Clause 6.4f</a>
<b>Co-opted Indigenous Member</b>	Co-opted to the Executive (as nominated by the Aboriginal & Torres Strait Islander Research SIG) for a defined period. <a href="#">Clause 6.6f</a>

### **Other Executive Committee Roles**

*Executive Management Team Sub Committee makes business decisions necessary for the day-to-day administration of the Association between meetings of the Executive, and to makes decisions on nominations and applications for various awards and grants of the Association [Clause 6.1d](#)*

*The Executive Committee may establish Standing Committees as required from time to time to facilitate the conduct of its work. [Clause 6.1e](#)*

*The Executive Committee may appoint such committees as it deems desirable to carry out particular tasks designed to make a substantive contribution to educational research. [Clause 6.1j](#)*

*The Executive Committee may co-opt the chairpersons of any standing committees for a defined period. [Clause 6.6f](#)*

*The Executive Committee may also co-opt up to two other members. One of these co-opted positions will be filled by an identified Aboriginal and/or Torres Strait Islander person, nominated by the Aboriginal and/or Torres Strait Islander Research SIG. The other co-opted member will have expertise in relation to particular issues or activities as required. Co-opted members will serve for a defined period and will have all the powers and functions of elected members. [Clause 6.6f](#)*

*The Executive Committee may appoint an ordinary member to act as assistant to an officer for a defined period. [Clause 6.6h](#)*

Current Executive Committee and Standing/Sub Committee members: [www.aare.edu.au/about-us/executive/](http://www.aare.edu.au/about-us/executive/)