



EXECUTIVE COMMITTEE FUNDING POLICY

(as updated December 2018)

Background

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 electronic means.

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.

Committee members are expected to:

- be financial members of AARE
- attend meetings of the committee
- undertake such activities between meetings as agreed among committee members (this may include, for example, drafting documents or liaising with other groups)
- attend the annual conference and the AGM held there

It is recognised that the Executive Committee works hard throughout the year to facilitate and promote events and structures that benefit the entire membership. Their participation in meetings and key events ought to be facilitated by financial support as far as possible within the budget. Funding support is therefore provided by AARE to enable Executive members to attend Executive meetings and provide the Association with academic and organisational leadership. Funding and eligibility conditions apply as detailed below.

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 educational 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, fund their travel to the conference, 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.

1. Conditions

Funding is restricted to travel, accommodation and meals associated with Executive meetings, and costs incurred in attending certain other events for AARE purposes. It is provided under the following conditions.

1.1 Travel

- Air travel may be booked through the AARE Office or directly by members themselves, but in either case members should aim, as far as reasonable in the circumstances, to obtain the lowest fares available;
- Members booking and paying their own air travel will be reimbursed on receipt of an invoice;
- Air travel will not be funded for those residing in the city of the meeting venue;
- Where members use their own vehicles to travel to a meeting, reimbursement for car expenses will be based on presentation of receipts for fuel purchased during travel to ensure arrival at the destination;
- Other reasonable travel expenses (e.g. taxi fares, parking fees, etc) will be reimbursed only where receipts are provided;
- Travel expenses will be calculated as the cost from the Executive Member's home to the meeting venue and return. Documented claims up to this amount will be funded.

1.2 Accommodation

- A group booking of accommodation for Executive members will normally be made by the AARE Office;
- Any members booking their own accommodation with a view to later seeking reimbursement from AARE should aim to keep costs reasonably low (i.e. rates should normally be no higher than those for the group booking referred to above);
- Accommodation will not normally be funded for those residing in the city of the meeting venue;
- Provision of internet-inclusive accommodation will be booked where possible, providing the cost is no higher than that for accommodation without internet access;
- Accommodation will not be funded for meetings of only one day's duration, except as provided below;
- One night's accommodation will be funded for every two days of Executive meeting, two night's accommodation for three days of Executive Meeting and so on;
- An additional night's accommodation will be funded if (i) flight schedules, (ii) the duration of air travel and/or (ii) the duration of ground travel render it not practicable to travel to and/or from the venue on the same day as the Executive Meeting.

1.3 Meals

- Meals will be funded only when included on the accommodation bill and/or claims for meals are submitted to AARE Office as in section 3 below;
- Meal expenses will not be funded if the relevant meal is provided at the meeting or conference;
- Funding for meals will be limited to what is considered reasonable in light of current public service allowances;
- Alcoholic beverages will not normally be funded, even when consumed with meals.

1.4 Registration

- Registration fees of Executive Members for the annual conference and any focus conference will not be funded, except as indicated below;
- Registration fees at the annual conference will be waived for the postgraduate student representative on the Executive (at AARE Student Member Full Conference rates), subject to their being a full-time student and subject to their attendance at the Executive meeting prior to the annual conference and at the Annual General Meeting held during the conference.

2. Eligibility

Funding is restricted to Executive members only (i.e. costs associated with partners or guests are not supported) and to specific AARE events, as follows. As indicated above, Executive members must be members of AARE in good standing.

2.1 Eligible members

Those eligible for funding are members of the Executive Committee:

- President
- President Elect/Immediate Past President
- Secretary
- Treasurer
- Research Development Coordinator
- Editor, AER
- Communications Co-ordinator
- Aboriginal and Torres Strait Islander Researcher
- Ordinary Executive Members x 4 (inc. ECR and Postgraduate Student members)
- Chair, Conferences Standing Committee
- Other members formally co-opted to the Executive from time to time

In order to receive financial support, costs incurred need to be within the elected/appointed term of the Executive Member (normally the term begins immediately following the Annual General Meeting at which an Executive member is declared elected).

2.2 Eligible events

Financial support is available only for Executive meetings and designated AARE events, as follows:

- Face-to-face Executive meetings held during the year – typically three per year (one at the beginning of the year, one mid-year and one immediately before the annual conference);
- Support to attend the Executive Meeting held just before the annual conference is subject to attendance at the Annual General Meeting held during the annual conference.

Where members attend events of other organisations partly on AARE business and partly for their own interest or as part of their institutional role, reimbursement of expenses will be at the discretion of the Executive Management Team. The following criteria will be taken into account:

- member must seek prior approval from EMT to attend the event on behalf of AARE
- reimbursement must be for actual expenses incurred
- claimant must provide receipts and complete a claim form for reimbursement
- appropriate uses would include attending meetings of related organisations (e.g. AITSL, ARC, CHASS, APERA, REN) as an AARE representative on business relevant to the member's AARE portfolio
- reimbursement may not cover the full amount expended; the amount reimbursed will be determined by the EMT on a case by case basis and will take into account the proportion and nature of AARE-related work involved
- claimable amounts may in future need to be reconsidered depending on the state of AARE's finances

3. Claiming reimbursement

Claims for reimbursement of travel and other expenses incurred in attending AARE Executive meetings and other AARE events must be submitted to the AARE Office.