



## Call for Nominations – AARE Executive

*Nominations for the following positions on the Executive Committee of AARE should be submitted by COB Monday 9 November 2020.*

- **Secretary** (three-year term, 2021–23)
- **Research Development Co-ordinator** (three-year term 2021 – 23)
- **Communications Co-ordinator** (three-year term, 2021–23)
- **Special Interest Groups Co-ordinator** (three-year term, 2018–20)
- **Ordinary Executive Member** (two positions, including **Postgraduate Student** member) (two-year terms, 2021–22).

See role descriptions below.

*Please use the form on the website to complete your nomination.*

### **\*\*Please note:**

1. **Proposers, seconders and nominees must be financial members of AARE.**
2. Please check membership status by email to [aare@aare.edu.au](mailto:aare@aare.edu.au) or phone 0499 338 835.
3. Nominations close 5:00 pm (AEST) Monday 9 November 2020.
4. A ballot will be conducted (if necessary) after 11 November 2020 and will close on 25 November 2020.
5. The outcome of the election process will be confirmed at the virtual AGM to be held on Wednesday 4 December 2020
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the AARE Constitution.

### **Position Descriptions**

#### **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 role of the secretary includes duties in relation to governance, planning, meetings, administration and management, and legal issues.

The role of the Secretary includes:

- (in consultation with President) preparing agendas for meetings of the Executive and for the AGM
- keeping minutes of Executive meetings and AGMs
- preparing and sending the Notice of AGM and collecting proxies
- receiving nominations of candidates for election to the Executive
- arranging ballots, if required, for Executive elections and acting as returning officer for votes
- receiving and responding to formal correspondence of the Association
- acting as contact person for other organisations and for member queries referred by AARE Office, and forwarding emailed correspondence to Executive or others as appropriate
- overseeing the maintenance of a register of members (register is maintained by the AARE Office)
- general oversight of the records of the Association and maintaining the archives
- helping to ensure the Association operates in accordance with the AARE Constitution and policies; handling voting for any Constitutional amendments
- helping to ensure the Association operates in accordance with the *Associations Incorporation Act 1985 (Sth Aust)* and with ASIC's requirements of an Australian Registrable Body
- being one of the signatories for authorisation of payment for the AARE bank accounts

- overseeing the AARE Honorary Life Membership and Distinguished Fellow Awards and the Ray Debus Award for Doctoral Research in Education
- liaising with Chair of AARE Conferences Standing Committee regarding AARE traditions and policies
- participating in regular meetings of the Executive Management Team

### ***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 main role of the position is 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.

The role of Research Development Coordinator includes:

- maintaining an overview of educational research in Australia, collating data on this and making the data available to educational researchers
- monitoring developments in the national research policy environment and preparing briefing notes and drafting responses to consultation documents
- liaising closely with other associations in the education sector, for example, REN (Research in Education Network), CADRE (Coalition of Directors of Research in Education) and ACDE (Australian Council of Deans of Education). The position serves as a member of the ACDE board (as the Specialist Member Research), attends the annual ACDE conference and collaborates on research projects, submissions, etc as appropriate
- writing a regular column on research and research development matters for AARE News, contributing regularly to the EduResearch Matters blog, and commenting on relevant issues in other social media and mainstream media

Ideally, the member filling the position should:

- be an experienced researcher who can speak and act with authority and has the confidence of the education research community
- be politically aware and have good negotiation skills
- be able to devote the time required to ensure the effectiveness of this role
- have access to the resources required to support this role, for example, a research or administration assistant.

### ***Communications Coordinator***

The Communications 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 role of the Communications Coordinator requires eligible candidates to have specific knowledge and expertise in website development and maintenance. To be able to fulfil the duties adequately assistants may need to be appointed for the AARE website and the newsletter.

The role of Communications Coordinator includes:

- developing and maintaining the AARE Website
- overseeing the AARE Member Updates, social media accounts and blog (EduResearch Matters)
- liaising with IT providers, such as an ISP, to ensure value for money and appropriate service
- managing the communications budget to provide effective and efficient service to members
- developing policies related to Association communication systems (e.g., broadcast messages, website, newsletter, etc.) for recommendation to the AARE Executive
- liaising with the AARE office re data management issues as they relate to online management
- being a member of the AARE Conferences Standing Committee
- working closely with those assisting management of the website, Member Updates, social media accounts and blog, to ensure quality, timeliness and accuracy

### ***Special Interest Groups Co-ordinator***

The SIG 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 main role of the position is to support the development of vibrant communities of researchers in thematic areas relevant to the study of education.

The role of the SIG Coordinator includes:

- promoting and supporting networking within the SIGs of fellow education researchers who are members of AARE
- supporting SIGs to undertake a diverse range of activities, including organising events, discussion groups, research training, symposia etc
- approving the creation of new SIGs
- maintaining SIG pages on the AARE website
- informing SIG convenors of AARE initiatives and developments relating to SIGs
- approving annual funding for SIG activities

- chairing a committee to award large competitive grants for SIG activities
- membership of the AARE Conferences Standing Committee
- liaising with the Chair of the Conferences Standing Committee and SIG convenors to manage the processes of abstract reviewing and programming of presentations for AARE Conferences
- organising a meeting of SIG Convenors at the annual AARE Conference
- organising space for SIG meetings/networking at the annual conference
- reviewing existing AARE policies relating to SIGs and recommending changes to the AARE Executive
- initiating activities and policies to ensure SIGs remain active and relevant to AARE.

### **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 AARE Office and Events Manager at [aare@aare.edu.au](mailto:aare@aare.edu.au)