



Call for Nominations – AARE Executive

Nominations for the following positions on the Executive Committee of AARE should be forwarded to the Secretary by 14 September 2018.

- **Treasurer** (three-year term, 2019–21)
- **Secretary** (three-year term, 2019–21)
- **Research Development Co-ordinator** (three-year term, 2019–21)
- Ordinary **Executive Member** (two positions, including **Postgraduate Student** member) (two-year terms, 2019–20).

See role descriptions below.

Position: _____

Nominee: _____ full name of member nominee

Signature of Nominee: _____

I accept nomination and I declare that I am not an insolvent under administration and that I have not been convicted of any offences as specified in section 30(2) of the *Associations Incorporation Act* (1985) (South Australia).

Contact details of Nominee: _____

Postal address

email address _____ phone no.

Proposer: _____ full name of the member proposer

Signature of Proposer: _____

Seconder: _____ full name of member seconder

Signature of Seconder: _____

Please return completed Nomination Forms to: Ms Debra Cunningham, Secretary AARE, Queensland College of Teachers, Box 389, Toowong Qld 4066. Email: debra.cunningham@gct.edu.au Fax: 07 3870 5006.

****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 or phone 0499 338 835.
3. Nominations close 5:00 pm (AEST) Friday 14 September 2018.
4. A ballot will be conducted (if necessary) after 7 October 2018 and will close on 11 November 2018.
5. The outcome of the election process will be confirmed at the AGM to be held during the annual conference (2-6 Dec 2018).
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the AARE Constitution.

See below for position descriptions

Position Descriptions

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 Treasurer is responsible for the maintenance of accurate end-of-month, quarterly and annual financial records and for reporting these to the Executive and to the AGM. (Bookkeeping is outsourced to a commercial company.)

The role of the Treasurer includes:

- liaising with the AARE Office to ensure that accounts are paid and receipts banked and recorded in a systematic and timely manner in accordance with standard accounting principles and practices
- monitoring receipts and accounts for payment and reporting on these as appropriate to the Executive for advice and authorisation of payment
- being one of the signatories for authorisation of payment for the AARE bank accounts
- monitoring, and providing advice to the Executive on, AARE financial matters
- preparing an annual budget for consideration, development and endorsement by the AARE Executive
- arranging for Directors' & Officers' liability insurance and other insurances as required
- receiving advice and support from Executive members in relation to managing accounts for payment and receipts by AARE for various authorised activities
- participating in regular meetings of the Executive Management Team
- ensuring the annual audit of the Association's accounts is conducted in keeping with legal requirements
- presenting the Treasurer's report and recommendation to the AGM (including Association accounts and the auditor's reports)
- liaising with the Public Officer to ensure AARE fulfils legal requirements under the *Associations Incorporation Act* (South Australia)

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
- 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
- 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 the Chair of the 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
- 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.

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.

Postgraduate Student Member

The Postgraduate student member is one of four elected ordinary members of the AARE Executive Committee. To be eligible for election as postgraduate student 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.

The role of the Postgraduate student member includes:

- consulting frequently with the postgraduate student community on all relevant issues and reporting concerns/issues to the AARE Executive
- promoting the interests of the postgraduate student community within AARE
- being the point of contact for postgraduate students at the Annual Conference
- collaborating with the Early Career Researcher (ECR) member to organise and run Postgraduate/ECR activities during the Annual Conference, including pre-conference workshops, a formal postgraduate /ECR Network meeting, and a Network dinner
- promoting AARE within the Postgraduate student community with a view to increasing membership numbers
- maintaining digital communications with the postgraduate student community through the appropriate channels provided by AARE such as the website, Member Updates, interactive forums, social media, email lists and RSS feeds
- liaising with the ECR member, particularly in relation to the combined postgraduate and ECR activities such as pre-conference workshops and similar activities
- informing the postgraduate student community when AARE elections are being held
- 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 Secretary.

Debra Cunningham, AARE Secretary
