Description: Macintosh HD:Users:Nic:Dropbox:Documents:Current Work:Community Engagement:AARE Executive:Logo:AARE Brand Elements:New Logos:AARE:EPS:AARE Logo CMYK.eps

*Call for Nominations*

*for AARE Executive*

*Nominations for the following positions on the Executive Committee of AARE should be forwarded to the Secretary by 25 September 2015.*

Positions available:

* President Elect (to serve for four years, 2016 – 2019: one as President Elect, two as President and one as Immediate Past President)
* Treasurer (three-year term, 2016–18)
* Research Development Co-ordinator (three-year term, 2016–18)
* Ordinary AARE **Executive Member** (three positions, including **Early Career Researcher** member) (all two-year terms, 2016–17).

*Nation Form*

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of member nominee

Proposer: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of the member proposer

Seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name of member seconder

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

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone no.

Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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@qct.edu.au](mailto:debra.cunningham@qct.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 18 September 2015.
4. A ballot will be conducted (if necessary) after 12 October 2015 and will close on 15 November 2015.
5. The outcome of the election process will be confirmed at the AGM to be held during the annual conference (29 Nov – 3 Dec 2015).
6. The term of office begins after the AGM.
7. Positions and terms of office are specified in the AARE Constitution.

**Position Descriptions**

***President Elect***

The role of the President Elect includes assisting the President in fulfilling Presidential duties, chairing the Executive Committee in the absence of the President and acting as proxy for the President as required. The President Elect also participates in fortnightly teleconferences as a member of the Executive Management Team.

The role of the President includes chairing Executive Meetings and the Annual General Meeting, reporting to the AGM on the activities of the Executive, overseeing the carriage of AARE business between Executive meetings and AGMs, developing AARE policy in conjunction with the Executive, representing AARE publicly in the media and elsewhere, liaising with cognate research and professional associations, liaising with the Chair of the AARE Conferences Standing Committee on conference matters, presenting the Presidential Address at the AARE Annual Conference and submitting the paper to the AER for publication, and writing articles for each AARE News (Association Newsletter, three or four issues per year).

Nominees should ideally be in a reasonably senior position, be well networked, be able to devote adequate time to the role, and have some prior connection with AARE (e.g. have served in another role on the Executive, have been on an AARE committee, have been to AARE conferences, have attended AGMs, have been a SIG convenor, etc) so that they have a sense of the history of the Association and how it works.

***Treasurer***

The Treasurer is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election for one further three-year term. The Treasurer is responsible for the maintenance of accurate financial records, for reporting these to the Executive and to the AGM, and for ensuring the annual audit of the Association’s finances is conducted in keeping with legal requirements. The Treasurer also participates in fortnightly teleconferences as a member of the Executive Management Team. The Treasurer should preferably have a head for figures and some understanding of association finances. Bookkeeping is currently outsourced to the ACSA Office, which also provides assistance with other matters within the Treasurer’s purview.

***Research Development Co-ordinator***

The Research Development Co-ordinator is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election for 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; and liaising closely with other associations in the education sector.

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

***Ordinary member***

There are six elected ordinary members on the AARE Executive Committee, including the Postgraduate student member and the Early Career researcher member. Three of the six 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 persons from among the Ordinary members to undertake roles such as Co-ordinator of Awards and Co-ordinator of Special Interest Groups.

The role of the **Early Career Researcher** member includes representing the interests of Early Career Researchers on the AARE Executive, 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 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, and membership of the Conferences Standing 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 have an appointment at no higher than Level B (or equivalent) if employed by a university or research agency.

**Expectations of 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 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.

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 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.

Use

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*