Call for Nominations
AARE SIG Co-conveners

Nominations for co-conveners of the following AARE Special Interest Groups should be forwarded to the AARE Office by 15 February 2015. Please indicate on the list below the position for which you are nominating.

- Co-convenor, Assessment and Measurement SIG
- Co-convenor, Doctoral Education Research SIG
- Co-convenor, Health and Physical Education SIG
- Co-convenor, Middle Years of Schooling SIG
- Co-convenor, Narrative Inquiry Research Group SIG
- Co-convenor, Sociocultural Activity Theory SIG
- Co-convenor, Teachers’ Work and Lives SIG

Conveners and Co-conveners nominated in this round will hold office until Dec 2016, and would then be able to re-nominate for a further two-year period.

| SIG: ________________________________ |
| 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 |
| email address __________________________ phone no. __________________________ |
| Signature of Proposer: ________________________________ |
| Signature of Seconder: ________________________________ |

Please return completed Nomination Forms to:
Deborah Cracknell
Office and Events Manager
AARE
One Geils Court
Deakin ACT 2600
Email: aare@aare.edu.au

Nomination Form Notes

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 02 6162 1261.
3. Nominations close 5:00 pm (AEST) 15 February 2015.
4. A ballot will be conducted (if necessary) after 15 February 2015.
5. The outcome of the nominations and election processes will be confirmed at the AGM of the relevant SIG to be held during the annual conference.

6. The term of office begins after the AGM.

**Position Description**

SIG conveners and co-conveners act in a voluntary capacity. Before volunteering to serve, members should be aware of the expectations AARE has for conveners and co-conveners. Conveners and Co-conveners must be members of AARE in good standing.

The SIG Conveners Handbook can be accessed online at: [http://www.aare.edu.au/pages/sigs.html](http://www.aare.edu.au/pages/sigs.html) The handbook details the duties involved, including:

- Communicate regularly with SIG members about activities and events of relevance to the SIG’s aims and areas of interest, and promote the work of AARE through the SIG network.
- Prepare and submit SIG re-registration by 30 June each year.
- Attend the SIG Conveners’ meeting held during the annual AARE conference.
- Prepare and submit, in consultation with and subject to agreement of SIG members, applications for SIG annual funding and AARE competitive grants. This includes preparation and submission of final reports for all funding received by AARE.
- Liaise with the AARE Conference Convener and Conference Organisers, assisting with: a) the peer review process and timetabling for conference papers allocated to their SIG; b) organization of the SIG dinner during the annual conference; and c) organization and chairing of their annual SIG meeting.
- Provide notification of SIG activities and events to the SIG Coordinator for inclusion in the AARE newsletter, on the SIG webpages and other communication with AARE members.
- It is expected that co-conveners will collaborate with conveners in fulfilling the above duties. Co-conveners will assume primary responsibility for the above should the SIG convener be unable to do so.
- AARE is extremely grateful to its SIG conveners for their dedication and commitment. We trust that serving in this capacity 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 SIGs and current conveners are given on the AARE website ([http://www.aare.edu.au](http://www.aare.edu.au)).