



## **AARE Executive Committee Position Description**

---

### **Ordinary Member: Awards Coordinator**

The Awards Coordinator is appointed from among the four elected ordinary members of the AARE Executive Committee. The four include:

1. Postgraduate Student Member
2. Early Career Researcher Member
3. Awards Coordinator
4. Ordinary Member without portfolio

The term of office of Ordinary Members is two years.

The Awards portfolio includes the following six awards, all of which are advertised annually for award at the Annual Conference:

- Aboriginal and Torres Strait Islander Researcher Award
- Aboriginal and Torres Strait Islander Post Graduate Researcher Award
- Betty Watts Aboriginal and Torres Strait Islander Research Award
- Early Career Researcher Award
- Postgraduate Researcher Award
- Postgraduate Student / Early Career Researcher Poster Award

### **Specific Responsibilities:**

- Setting up and chairing the selection panels for each award, in timely fashion following each award due date;
- Implementing the award criteria, by use of the application review proforma;
- Determining successful applicants based on relative merit according to Award criteria;
- Responding to miscellaneous queries from interested applicants / nominators;
- Liaising with the Secretary to develop constructive and informative review feedback to successful applicants (and where possible to all applicants);
- Liaising with the Secretary to organise Awardee Breakfast at the conference and to organise Committee members to attend the breakfast to acknowledge and celebrate with Awardees;
- Liaising with the Secretary and the AARE Office to produce framed award certificates for presentation;
- Participating as a member of the Conferences Standing Committee;
- Liaising with the Chair of the Conferences Standing Committee regarding scheduling of award presentations at the Annual Conference;
- Organising self or others as appropriate, to present the various awards within the portfolio;



- Liaising with the ACDE (via their President) re payment of the \$500 prize for the Poster Award;
- Writing to winners (all awards) to advise them of their success, details of award, timing of award presentation etc;
- Ensuring information about the awards on the AARE website is accurate and up-to-date;
- Liaising with the Conferences Standing Committee to ensure information about these awards on the relevant year's conference website is accurate and up-to-date;
- Proposing and implementing means, where necessary, to encourage nominations for the awards;
- Reviewing the award criteria and processes annually to ensure they remain appropriate/relevant.

**General Responsibilities:**

Refer to page 8 of the [AARE Executive Committee Office Bearer Policy](#).