



## **AARE Executive Committee Position Description**

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### **Ordinary Member**

There are four Ordinary Members of the Executive Committee, of whom one is a postgraduate research student and one is an early career researcher.

Ordinary members are elected by ballot of all members of the Association to the AARE Executive for a term of two years (two positions fall vacant per year). On completion of a two year term, the ordinary member shall be eligible for re-election to that position, normally for no more than one further consecutive two-year term.

### **General Responsibilities**

Responsibilities for all Executive Committee members are described on page 8 of the [AARE Executive Committee Office Bearer Policy](#).

### **Specific responsibilities**

As well as contributing to the overall management of AARE, Ordinary Members without portfolios make other specific contributions on an as needs basis.

Examples of contributions made by Ordinary Members without portfolio include:

- Coordinating the Annual AARE Conference Awards
- Organising the annual AARE Theory Workshops
- Planning, organising and following up the outcomes of key AARE events
- Preparing and co-editing articles and content for AARE's newsletter and other channels
- Planning/conducting ad hoc workshops (e.g. writing for publication workshop; retreat strategy for HDR and ECR members)
- Conducting symposiums at AARE Conferences