AARE Executive Committee Position Description

Ordinary Member

There are four Ordinary Members 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.

The four include:

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

General Responsibilities for all Executive Committee members are described on page 8 of the AARE Executive Committee Office Bearer Policy. Specific responsibilities are described below.

1. Ordinary Member without portfolio

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:

- 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

2. Postgraduate Student role

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.

3. Early Career Researcher role

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 would normally have an appointment at no higher than Level B (or equivalent) if employed by a university or research agency.

4. Awards Coordinator role

Each year an Ordinary Member is nominated to perform the role of Awards Coordinator. 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.