



AARE Executive Committee Position Description

Special Interest Group (SIG) Coordinator

The SIG Coordinator is an elected office-bearer of the Association. The term of office is three years, with eligibility for re-election to that position, normally for no more than one further three-year term.

The main responsibility of the position is to support the development of vibrant communities of researchers in thematic areas relevant to the study of education.

Specific Responsibilities (supported by the AARE Office SIG Administration Assistant):

- Promoting and supporting networking among fellow education researchers who are members of AARE;
- Supporting SIGs to undertake a diverse range of activities, including organising events, discussion groups, research training, convening symposia;
- Approving the creation of new SIGs;
- Maintaining SIG pages on the AARE website;
- Soliciting contributions from SIGs for the AARE newsletter;
- Informing SIG convenors of AARE initiatives and developments relating to SIGs;
- Coordinating Executive Committee approval of annual funding for SIG activities;
- Participating as a member of the annual AARE Conferences Standing Committee
- Liaising with the Chair of the Conferences Standing Committee and SIG Convenors to manage the processes of abstract reviewing, full paper refereeing and programming of presentations for AARE Conferences
- Convening 2-3 meetings per year with SIG Convenors to support the annual funding grant process and the conference abstract review processes;
- Organising space for SIG meetings/networking at the annual conference;
- Reviewing existing AARE policies relating to SIGs and recommending changes for approval by the AARE Executive;
- Initiating activities and policies to ensure SIGs remain active and relevant to AARE.

General Responsibilities:

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