

EXECUTIVE FUNDING POLICY

Policy number	2.0	Version	2.0
Drafted by	AARE Treasurer & Executive Office Manager	Date approved by Executive Committee	November 2022
Responsible person	Treasurer	Scheduled review date	November 2023

Background

The Executive Committee is responsible for the management of the Association on behalf of the general membership. It is accountable to the membership and reports to AARE members at the Annual General Meeting. The Executive normally meets a minimum of three times a year (usually in February, in June/July, and in November just before the annual conference). Additional meetings outside of the three Executive Committee meetings may also be held by electronic means as required.

Executive Committee members act in a voluntary capacity. Before volunteering to serve on the Executive, members should be aware of the expectations AARE has for members of the committee.

Committee members are expected to:

- be financial members of AARE, in good standing
- attend all meetings of the committee (or if absence is absolutely unavoidable, apologise in advance)
- respond to all formal requests for feedback or electronic flying minute voting protocols
- undertake such activities between meetings as agreed among committee members (this may include, for example, drafting documents or liaising with other groups)
- attend the annual conference, the AGM and Special General Meetings

It is recognised that the Executive Committee works hard throughout the year to facilitate and promote, programs, events and services that benefit the entire membership. It is expected that members will give their time and effort to this vital Association role on a voluntary basis as part of their commitment to educational research. However, a limited budget will be made available to support the work of the Executive Committee.

1. CONDITIONS

Funding support for Executive Committee members is restricted to travel (transport/transfer), accommodation and meals associated with face-to-face Executive meetings.

Funding support may extend to costs incurred to attend other designated, pre-approved face-to-face events/meetings for AARE purposes.

AARE will not:

- reduce or waive conference registration fees for Executive Committee members, except under specific conditions (refer item 3.4 of this document);
- fund Executive Committee travel exclusively to the conference; or
- provide other financial or in-kind compensation except in certain specific cases as determined by the Executive from time to time

2. ELIGIBILITY

Funding is restricted to Executive members only (i.e., costs associated with partners or guests are not supported).

2.1 Eligible members

Those eligible for funding are members of the Executive Committee:

- President
- President Elect/Immediate Past President
- Secretary
- Treasurer
- Research Development Coordinator
- Editor, AER
- Communications Coordinator
- SIGs Coordinator
- Indigenous Researcher Liaison
- Ordinary Executive Members x 4 (inc. ECR and Postgraduate Student members)
- Chair, Conferences Standing Committee
- Other members formally co-opted to the Executive from time to time (clause 6.6f)

In order to receive financial support, costs incurred must be within the elected/appointed term of the Executive Member (normally the term begins immediately following the Annual General Meeting at which an Executive member is declared elected). In select circumstances financial support will be offered to support handover meetings which might occur prior to commencement of the elected/appointed term of the Executive Member.

2.2 Eligible events

Financial support is available only for face to face Executive Committee meetings and designated pre-approved AARE events.

Where members attend events of other organisations (either partly on AARE business and partly for their own interest or as part of their institutional role), reimbursement of expenses will be at the discretion of the Executive Management Team (EMT).

The following criteria will be considered:

- member must seek prior approval from the Executive Management Team (EMT) to attend the event on behalf of AARE
- reimbursement must be for actual expenses incurred
- claimant must provide receipts and complete a claim form for reimbursement
- appropriate uses would include attending meetings of related organisations (e.g., AITSL, ARC, CHASS, APERA, REN) as an AARE representative on business relevant to the member's AARE portfolio
- reimbursement may not cover the full amount expended; the amount reimbursed will be determined by the EMT on a case-by-case basis and will consider the proportion and nature of AARE-related work involved
- claimable amounts need will be considered depending on the state of AARE's finances

3. FINANCIAL SUPPORT

3.1 Travel

- Booking of air travel for Executive members will normally be made by the AARE Office.
- Members booking and paying their own air travel must seek pre-approval to do so and will be reimbursed on receipt of an invoice.
- Members booking air travel themselves should aim, as far as reasonable in the circumstances, to obtain the lowest fares available.
- Air travel will not be funded for those residing in the city of the meeting venue.
- Taxi fares can be covered by the AARE office using a centralised cabcharge system, so the member is not out of pocket. Cab fares must be pre-approved and registered prior to the relevant trip.
- Other reasonable travel expenses (e.g., parking fees, tolls, other forms of transport) will be reimbursed only where pre-approval has been provided and receipts are provided.

3.2 Accommodation

- A group booking of accommodation for Executive members will normally be made by the AARE Office.
- Any members booking their own accommodation with a view to later seeking reimbursement from AARE must seek pre-approval and should aim to keep costs reasonably low (i.e., rates should normally be no higher than those for the group booking referred to above).
- Accommodation will not normally be funded for those residing in the city of the meeting venue.
- The number of night's accommodation will be approved/funded based on:
 - meeting duration and location;
 - flight schedules; and
 - access to and from the venue relative to the meeting start/finish times.

3.3 Meals

- Funding for meals will apply for members travelling overnight for authorised Executive Committee meetings/duties.
- Claims for meals must be pre-approved and receipts must be submitted to AARE Office for reimbursement.
- Meal expenses will not be funded if the relevant meal is provided at the meeting or conference.
- Alcoholic beverages will not be funded, even when consumed with meals.

3.4 Conference Registration

- Registration fees of Executive Members for the annual conference and any focus conference will not be funded, except the following, subject to their attendance at the Executive meeting prior to the annual conference and at the Annual General Meeting held during the conference:
 - The postgraduate student representative on the Executive (at AARE Student Member Full Conference rates), subject to their being a full-time student and;
 - Select members with substantial workloads associated with the Conferences Standing Committee, by Executive approval.

4. SEEKING PRE-APPROVAL

Members do not need to seek pre-approval of travel and other expenses expected to be incurred in attending face to face AARE Executive meetings. Members will be notified of how costs will be covered by the AARE Office prior to the meeting commencement.

Requests for pre-approval of travel and other expenses expected to be incurred in attending other designated and pre-approved AARE events must be submitted to the AARE Office by email to aare@aare.edu.au and should include the following information:

- Name and role on the AARE Executive Committee
- Details of the meeting (location, start/finish times) and how it applies to approved executive committee duties
- Details of what expenses are expected to be incurred

Please allow sufficient time for Executive Management Team authorisation prior to proceeding with any travel bookings. Where possible, the AARE office will make flight and accommodation bookings.

5. CLAIMING REIMBURSEMENT

Claims for reimbursement of travel and other expenses incurred in attending AARE Executive meetings and/or other designated and pre-approved AARE events must be submitted to the AARE Office by email to aare@aare.edu.au and should include the following information:

- Name and role on the AARE Executive Committee
- Details of what expense was incurred and how it applies to approved executive committee duties
- Clear photo/scan of invoices/receipts showing that payment has been made
- Authorisation – name of Executive Officer that gave pre-approval for the expense to be reimbursed

AUTHORISATION



7 December 2022

Professor Michele Simons, Treasurer

Australian Association for Research in Education