

ASCILITE Executive Elections 2016

Interested in joining the ASCILITE Executive?

THE EXECUTIVE COMMITTEE

Current ASCILITE financial members who value the services and professional community engagement offered through our not-for-profit Society, and who believe they have the time, commitment and dedication to work in a voluntary capacity to contribute toward a variety of ASCILITE activities, are invited to nominate for election to the Executive Committee. The ASCILITE website has details of current Executive Committee members and a summary of Executive roles and responsibilities is outlined below. For further information on the work of the Society or Executive membership please contact the President, Vice-President or any Executive Committee member. We will be happy to answer your questions.

COMMITTEE MEMBERSHIP

- The ASCILITE Executive Committee has nine elected members:
- Office bearers: President, Vice-President/Executive officer (combined role) and Treasurer;
- Ordinary members: six Executive Officers.

Additional members may be co opted or seconded to the Committee on the basis of specific skills or interests. For example, to manage our social media or the ASCILITE website, or as a representative of the annual Conference Committee, which collaborates with, but functions separately to the Executive Committee. Co-opted members are appointed by the Executive Committee.

PERIOD OF SERVICE

Nominations are called for in September - October and elections take place via an online poll in October - November. The initial period of service for elected members is usually two years. However, from time-to-time there may be some 1 year terms so that the balance of executive elections in alternate years is maintained (see constitution, Section D, 13(e) and Election Process 1(k)).

Office bearers (President, Vice-president and Treasurer) are elected on the same basis as Executive Committee members. Re-election may be sought after any term is complete except for the position of President which is subject to a four year maximum consecutive term of office in that role.

The term of office of each elected Member of the Executive commences at the conclusion of the AGM at which the Executive member is formally elected.

EXECUTIVE ACTIVITIES

The work of the Executive is largely determined by ASCILITE's strategic and operational plans. Strategic planning is informed by a biannual member survey, trend data and a range of other indicators to ensure the Society remains vibrant, sustainable and relevant to members. Each Executive member is asked to take responsibility for a number of strategic objectives, operational objectives and activities either individually or as part of a team.

New executive members usually share responsibilities so that some mentoring can occur, particularly in their first year of service. The Secretariat offers administrative support to all activities.

In the current [ASCILITE strategic plan](#) (2016-2019), teams and activities are clustered around three strategic priority areas, specifically Innovation, Evidence Based Practice and; Research; all underpinned by Sustainability.

Some of the current Executive activities include:

- **Community Mentoring Programme** - call for proposals and chair review committee, oversee mentor/mentee partnerships, liaise with executive re monitoring progress and outcomes of projects, organize and chair a meeting and present certificates at the annual conference;
- **ASCILITE online communications** – review and update our web presence (front end as well as hosting and database services), and champion our social media, member bulletin and other communications channels. Encourage member participation, monitor web analytics particularly with a view to understanding member engagement patterns, work with a range of stakeholders such as ASCILITE members, other Executive members and the ASCILITE Secretariat to ensure an active web presence that invites engagement and is highly relevant to member interests.
- **Community engagement and Special Interest Groups (SIG)** – facilitate various ASCILITE special interests group activities and projects, encourage ASCILITE members to participate as leaders, participants and contributors and to use our website, social media tools, webinars and conference to communicate activities, invite wider engagement and disseminate ideas and outcomes .
- **CMALT Australasia** – promote the CMALT Australasia scheme to existing and potential ASCILITE members, work with the ASCILITE Secretariat and ALT (Association of Learning Technologies) to ensure the scheme is running smoothly and responding to participant needs, document processes and work toward the scheme being well recognised in Australasia through ASCILITE.

- **ASCILITE Webinars** – identify topics and speakers of interest to the ASCILITE community, approach and work with potential facilitators and the ASCILITE Secretariat to ensure quality webinar delivery, develop guidelines (with member input) on different pedagogical approaches that ensure engaging and interactive webinars, track member participation and evaluations and promote webinars via our social media and other communication mechanisms
- **ASCILITE Awards** - call for proposals, manage and review the submission and judging process, arrange award trophy and certificates, organize presentation at the annual conference and multimedia presentation featuring winning entries;
- **Annual Conference Committee Liaison** - advise the conference committee on policy and protocol, assist with planning and preparation for the annual conference, maintain communication between the conference and executive committees and the Secretariat.
- **AJET Management Committee** – work with the AJET Editorial team via the AJET Management Committee to enable the AJET review cycle and implementation of review recommendations.

INDIVIDUAL COMMITMENT

Executive activities do require a commitment of time, on an ongoing basis and particularly prior to and following the bi-monthly online executive meetings, and when reports are due. The actual time involved on a weekly or monthly basis varies according to time of year and the role of the executive member. The Senior Executive roles of President, Vice-President and Treasurer attract a substantially higher workload than that of normal Executive members.

All Executive members are expected to commit time around the annual conference for whole day pre and post conference Executive meetings. It should be noted that all executive members are expected to attend the annual conference at their own expense, although ASCILITE offers financial support for additional nights' accommodation required to attend pre and post conference executive meetings.

It is common for an Executive member to lead specific activities for two years. This enables full engagement with its operation, implementation of any improvements, and mentoring (where possible) of a new committee member to take over the role. For new executive members, full portfolio responsibility is sometimes assumed in the second year. When a portfolio becomes available, either because it is newly created or in a hand over from a retiring member, the committee invites expressions of interest from members who may have relevant skills or interests. Portfolio responsibilities are usually assigned at the post conference meeting each year.

EXECUTIVE ACTIVITY CALENDAR

An overview of the general strategic and operational work of the Executive through the year is provided below. However, the level and timing of activities also depends the schedules of specific portfolios.

Month	Key Activities	Activity Level
January	<ul style="list-style-type: none"> • Planning, reflecting, actioning items from post conference meeting, 	Low
Feb - June	<ul style="list-style-type: none"> • Planning, preparing and implementing ASCILITE activities • Member survey (every two years) • Face-to-face meeting (2 days) 	Medium
Jul - Aug	<ul style="list-style-type: none"> • Implementation of activities • Online meetings • Periodic reporting / action list updates • Paper / workshop / poster submission 	Medium to high
Sept - Oct	<ul style="list-style-type: none"> • Preparation of portfolio reports for President's report and AGM • Liaison with conference committee on conference activities, budget etc • Call for Executive nominations • Preparation of forward budget 	Medium to high
Nov- Dec	<ul style="list-style-type: none"> • Annual conference • Pre and post conference meetings & AGM • Pre conference workshops • Liaison with new and existing ASCILITE members and sponsors at the conference (promoting ASCILITE activities, listening to member perceptions, responding to member queries etc) 	High

MEETING SCHEDULE

Executive members currently attend meetings approximately every second month. While most meetings are conducted online there is usually a two day face-to-face meeting during the year at an agreed time and place and a face-to-face meeting just prior to and another just after the annual conference. Face-to-face meetings are the main opportunity for planning, collective decision-making and completion of business

and other Executive activities. Online meetings provide an opportunity to report on progress and to discuss portfolio and other business matters.

Pre and post conference meetings and the AGM

Full day face-to-face meetings are held immediately before and after the annual conference. Executive Committee members are also expected to attend the Annual General Meeting (AGM), which is held during the conference (usually lunchtime on the Monday).

The post conference meeting is often the first face-to-face executive meeting for new committee members. This is an opportunity to meet other members, be assigned a mentor for the first year, negotiate activities and begin to engage in the work of the Executive Committee. This meeting also provides an opportunity to ask questions about executive business processes.

New committee members need to familiarize themselves with a range of policies and procedures such as the ASCILITE constitution, use of the executive email list, the ASCILITE website and social media tools and the committee's virtual meeting environment. However, a detailed *New Member Welcome & Induction Package* is provided to each new committee member to assist in this process.

Other face to face meetings

An additional face-to-face meeting may be scheduled during the year. ASCILITE covers the cost of economy class travel, all meals and a reasonable standard of accommodation to suit the meeting schedule and the member's point of origin. These meetings usually last two full days. Full details of executive meeting entitlements are documented in the *ASCILITE New Member Welcome & Induction Package*.

Online meetings

Online meetings are held bi-monthly with the current schedule running from April through November. These usually last two hours. A schedule for the year is negotiated at the early year face-to-face meeting. An Executive Committee action list is maintained by the Secretariat and circulated with the minutes from each meeting. Executive members keep this list up to date.

HOW TO NOMINATE FOR THE COMMITTEE

If you wish to nominate for the Executive Committee please complete the 2016 Nomination Form by the due date, 7 October 2016. You must be a current ASCILITE member to nominate and the form requires you to be nominated and seconded by two other current ASCILITE members.

A high quality photo (minimum 800px on either side @ 200dpi) and a 400 word bio must accompany your nomination form.