2022 ASCILITE Executive Elections

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. Their contact details are available under Executive Committee on the website and they will be happy to answer your questions.

Committee Membership

After a constitutional amendment in 2021, the ASCILITE Executive Committee has ten elected members; President, Vice-President and Treasurer and seven Executive Committee members.

Additional members may be co opted or seconded to the Committee on the basis of their specific skills and interests. Co-opted members are appointed by the Executive Committee.

Period of Service

Nominations are called for in September and elections take place via an online poll in October. The initial period of service for elected members is usually two years. However, from time-to-time there may be some one 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 and the AGM serves as an opportunity to introduce the new Executive Committee to members.

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 2021 - 2024, 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, organise and chair a meeting, as well as present certificates and organise a group presentation at the annual conference.

Social Media: Champion our social media and communications strategies across Facebook, LinkedIn, Twitter and Instagram. Ensure key news and events are posted across all platforms on a regular basis. Encourage member participation, monitor social media analytics particularly with a view to understanding member engagement patterns.

TELall Blog: Identify and organise regular posts to the ASCILITE blog. Co-ordinate the blog schedule to coincide with other ASCILITE activities such as the bulletin and webinars. Ensure all guest bloggers submit their posts on time and promote posts across ASCILITE's social media platforms.

Special Interest Groups (SIGs): Ensure SIGs adhere to ASCILITE's SIG policy and procedures. Work with SIG leaders toward productive outcomes and provide support for SIG activities. Encourage ASCILITE members to participate in SIGs and encourage SIG leaders to use the ASCILITE website and community calendar, social media, webinar services and conference to communicate and conduct activities.

CMALT Australasia: Promote the CMALT Australasia scheme to existing and potential ASCILITE members, liaise with the Association of Learning Technologies (ALT) in the UK to ensure that procedures, member lists, documents and promotion of the scheme are consistent between the UK and Australasia.

ASCILITE Webinars: Identify topics and speakers on different pedagogical approaches of interest to the ASCILITE community that will result in engaging and interactive

webinars. Schedule sessions with facilitators and the ASCILITE Secretariat. Track member participation. Promote webinars through ASCILITE's communication channels.

ASCILITE Awards: Call for proposals, manage and review the nominations and select winners. Arrange award trophies and certificates, organise presentations at the annual conference featuring winning entries.

Annual Conference Committee Liaison: Advise the host conference organising committee (COC) on conference policy and protocol; monitor the planning, budgeting, preparation and promotion of the annual conference and maintain regular communication between the conference committee, Executive Committee and the Secretariat.

AJET Management Committee: Work with the AJET Editorial team to enable the AJET review cycle, implement review recommendations and enhance the journals' reputation.

Spring into Excellence Research School: Work with the host institution and presenters to organise and implement the school program, schedule and encourage enrolment.

TELAS: Further develop the operational aspects of the Technology Enhanced Learning Accreditation Standards including certification workshops for reviewers.

Women in Academic Leadership: This initiative aims to develop and facilitate mentor and mentee relationships, monitoring progress and outcomes of projects, organise and chair meetings, present certificates and organise group presentations at the annual conference.

Grants: Initiate or maintain sponsors for research/scholarship grants.

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 provided of course it is not held as a virtual conference, 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	Planning, reflecting, actioning items from the pre-conference meeting.	Low
Feb - June	Face-to-face meeting in February (2 days). Planning, preparing and implementing activities. Online Executive meetings in April. Member survey (every two years).	Medium
July - August	Online Executive meeting in June or July. Implementation of activities. Periodic reporting / action list updates. Paper / workshop / poster submission.	Medium to High
Sept – Oct	Online Executive meeting in Sept or October. 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	Online Executive meeting in November.	Highest

Month	Key Activities	Activity Level
	Pre-conference Executive meeting at the conference.	
	Annual conference and AGM.	
	Liaison with new and existing ASCILITE members and sponsors at the conference. Promote ASCILITE activities, listen to members and respond to member queries, etc.	

Meeting Schedule

Executive members currently attend online meetings approximately every second month with two face-to-face meetings during the year. 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 plans, activities and other business.

Pre conference meetings and the AGM

Full day face-to-face meetings are held immediately before and sometimes after the annual conference. Executive Committee members are invited to attend these meetings and are expected to attend the Annual General Meeting held at the conference (usually lunchtime on day one of the conference).

The face-to-face meeting(s) held prior to commencement of the annual conference is an opportunity for new committee members to meet other Executives, 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 for new committee members to familiarize themselves with 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, services and activities described on the ASCILITE website and use of ASCILITE' social media tools and the committee's virtual meeting environment. Once elected, a detailed *New Executive Committee Member Welcome & Induction Guide* is provided to each new committee member to assist in this process.

Other face to face meetings

In addition to the face-to-face meeting(s) held in conjunction with the annual conference, there is usually at least one additional face-to-face meeting scheduled early in the new year at a convenient location. ASCILITE covers the cost of economy

class travel to and from the meeting, all meals and a reasonable standard of accommodation to suit the meeting schedule. This meeting may last from 2 – 3 days. Full details of Executive meeting entitlements are documented in the ASCILITE *New Executive Committee Member Welcome & Induction Guide*.

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 2022 Nomination Form by the due date, 20 September 2022. 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 and will be provided to members for voting purposes.