

## AARES Calendar

### Responsibility

#### January

*Treasurer/Office Manager*  
*President, Manager Promotion and Development, Treasurer, Editors – AJARE*  
*Office Manager*

*Secretary*

*Secretary*

*Secretary*

*Branch Treasurers*

*Secretary*

#### February

*President*

*Secretary*

*Secretary and Council*

*Chair of Nominations Committee (Immediate Past President)*

*Secretary*

*Secretary*

*Secretary*

*Secretary*

### Task

*Audit of Federal accounts completed.*

*Write respective reports for the AGM.*

*Inform Secretary of all award winners by early January.*

*Write Secretary's Report for the AGM and confirm all reports by other members of the Executive have been completed.*

*Prepare Certificates for all prize winners to be presented at conference dinner.*

*Prepare awards booklet for conference dinner.*

*By January 10 provide to Federal Office Quarterly BAS Spreadsheet (for period Sept 1st to Dec 31st).*

*Prepare agendas for Outgoing, AGM and Incoming Council meetings.*

*Report the content of the planned AARES session at the next AAEA conference to the February Incoming Council meeting*

*Contact the AAEA Secretary after the February AARES Conference regarding the proposed AARES content at the forthcoming AAEA Conference*

*Attend Annual General Meeting.*

*Begin assembling Nominations Committee.*

*Place article in 'News and Views' calling for nominations for President-Elect, Distinguished Fellows, and Distinguished Life members.*

*Certificates sent to prize winners not present at Conference.*

*Write to universities informing them of prize winners.*

*Updated office bearers list made available online.*

*Minutes of AGM, Incoming and Outgoing Council meetings distributed. Inform Council members of date and time of May meeting.*

Updated 9 March 2016

*Secretary*

*Provide ASIC with minutes of AGM and notification of changes in Directors within 28 days of AGM.*

*President*

*Send an email to bring the Policy File to the attention of all new members of Council, particularly new members of Executive, and ask them to become familiar with it. Refer them directly to the policy link at:*

*<http://www.aares.info/policies>*

*and the calendar web page:*

*[http://www.aares.info/responsibilities\\_calendar](http://www.aares.info/responsibilities_calendar).*

*Treasurer*

*Update Society's Insurance Policy with new members of the Federal Council.*

*President*

*Write President's Column for April "News & Views".*

*Executive*

*Write report for 'News and Views'.*

*Editor – News and Views*

*Assemble material for newsletter, including office bearers' reports presented to the AGM. Call for nominations for Heading East.*

*President*

*In late February write to new Distinguished Fellows and Distinguished Life Members to congratulate them.*

## **March**

*President Elect*

*Update Policy File; Update 'AARES Calendar'.*

*President Elect*

*In late February/March write to Invited Speakers for next Conference. Inform the LOC.*

*Secretary*

*Circulate the AARESOfferDuties spreadsheet to Council members asking them to read and update the file if necessary. Collate changes and re-circulate the updated spreadsheet.*

*Manager Promotion and Development*

*Provide 'Symposium Kit/Conference Handbook' to the President of the Branch that is organizing the symposium for this year.*

*Past President*

*Select incoming members of the Prize Committees (Quality of Research Discovery and Quality of Research Communication) and inform all members of Prize Committees about their roles (e.g. chair, duration of service, task and due dates). Inform the AARES secretary and AARES website manager of Prize Committee membership.*

## **April**

Updated 9 March 2016

*Editor – News and Views*

*Send April 'News &Views' to Web Manager for publication.*

*Secretary*

*Prepare agenda for May Council meeting and email to councilors (include with date, time and location of meeting).*

*Branch Treasurers*

*By April 10 provide to Federal Office Quarterly BAS Spreadsheet (for period Jan 1st to March 31st)*

## **May**

*Secretary*

*Council meeting agenda to include Honoraria, appointing Postgraduate Committee, approval of membership of investment management committee, establish the membership of the Nominations Committee (refer to Appendix of the Policy File for guidelines), Report from all office bearers, and Central Office Manager.*

*Executive and LOC Chair*

*Prepare reports for and attend the May Council meeting.*

*Secretary*

*Record minutes of May Council Meeting*

*President-Elect*

*With approval of Council, forward the updated Policy File and calendar of events to the web manager for uploading.*

*Chair of LOC for next annual conference*

*Provide a report to Council's May meeting on the status of conference preparation.*

## **June**

*Office Manager*

*In June 2008, 2011, 2014 etc. (i.e. the year before the IAAE conference) email members encouraging them to submit contributed papers to the IAAE conference held in the following year. Indicate that AARES will be providing assistance of \$1500 each for up to two AARES members.*

*Office Manager*

*Draft the Call to the New Zealand Branch for the Heading West prize.*

*Editor News & Views*

*Remind LOC to provide copies of brochure or a report advertising upcoming AARES conference for inclusion with August issue of 'News & Views'.*

## **July**

Updated 9 March 2016

*President or Secretary*

*In July 2008, 2011, 2014 etc. (the year before the IAAE conference) contact Branch Presidents and ask them whether their branches are willing to contribute an amount of money (say \$500) to complement national funds to support junior members to attend the conference the following year. Indicate that AARES will be providing assistance of \$1500 each for up to two AARES members. Selection criteria are outlined in Appendix A of the policy file. Send August 'News & Views' to Web Manager for publication*

*Central Office*

*Ensure a call for applications for the "Quality of Research Communication" and "Quality of Research Discovery" prizes is included in the August "News & Views".*

*Editor News & Views*

*In the August issues of 'News & Views' in 2008, 2011, 2014 etc. (the year before the IAAE conference) ensure that an item appears reminding members to submit contributed papers to the IAAE conference held in the following year. Indicate that AARES will be providing assistance of \$1500 each for up to two AARES members. Selection criteria are outlined in Appendix A of the policy file. Send August 'News & Views' to Web Manager for publication.*

*Branch Treasurers*

*By July 10 provide to Federal Office Quarterly BAS Spreadsheet (for period April 1st to June 30th).*

## **August**

*President-Elect*

*Contact the AAEA President and organize the AAEA section at the AARES Conference and participation of the AAEA President at the AARES Conference*

*Past President*

*As chair of the Nominations Committee, finalize nominations for President-Elect, Distinguished Life members and Distinguished Fellows.*

## **September**

*President*

*Prepare report for, attend and chair the September Council meeting.*

*Executive and LOC Chair*

*Prepare reports for and attend the September Council meeting.*

*Secretary*

*Council Meeting agenda to include any proposed changes to constitution agreed upon, allocate national money to supporting members attendance at the IAAE conference, determine Distinguished Fellows and Distinguished Life members, reports from all office bearers, and Office Manager.*

*Secretary*

*Remind Branch Secretaries to write to universities seeking nominations for Undergraduate Prizes.*

Updated 9 March 2016

*Chair of Nominations Committee (Past President)*

*Write to nominated DFs and DLMs asking them if they wish to accept their nominations and if so requesting that they write a short biography and outline of their achievements such as could be read out at the AARES conference dinner. Ask if they and their partner would like to attend the conference dinner as guests of the Society to receive their award.*

*Secretary*

*Letters or Emails sent to universities inviting theses for Postgraduate Prize.*

*Central Office*

*Advertise in 'News & Views', web and broadcast email a notice advertising the Post-Graduate thesis, and undergraduate awards.*

*Secretary*

*Letters sent to universities inviting theses for Postgraduate Prize.*

*Treasurer/Central Office*

*Review / renew contract with AAEA re collection and processing of AARES membership fees via AAEA renewal form*

## **October**

*President*

*Organise the AARES session at the next AAEA Conference*

*Chair of Nominations Committee (Past President)*

*Obtain CVs from newly selected Distinguished Fellows and Distinguished Life members, and prepare brief biographies for AJARE. Complete this task prior to the February Conference so that biographies can be used to announce new Fellows at Conference Dinner.*

*Secretary*

*Write to Branch Presidents (cc'd to Branch Secretaries and Treasurers) asking them to provide their Branch Reports and Financial Statements by 1 December, as their Branch payment is dependent on it.*

*Secretary*

*Obtain biographical information and photograph from President Elect candidates.*

*Central Office*

*Postgraduate Theses sent to Committees for judging.*

*Central Office*

*Ballot papers for President Elect distributed with 'News & Views'.*

*Branch Treasurers*

*By October 10 provide to Federal Office Quarterly BAS Spreadsheet (for period July 1st to Sept 30th)*

## **November**

*Travel awards committee*

*Every third year (i.e. 2008, 2011, 2014), this sub-committee should assess applicants for IAAE prizes.*

*Chair AARES North American Branch*

*In consultation with the President and one other AARES member select the 'Heading South' award winner.*

Updated 9 March 2016

*President*

*Select winners of the Heading East and Heading North awards. Inform winners and the Secretary.*

*Secretary*

*Contact the President of the New Zealand Branch of AARES (NZARES) seeking the name of their Heading West prize winner.*

*Secretary*

*Begin collating information for the awards booklet for the conference dinner.*

*Central Office*

*Ensure a call for applications for the "Heading North" award is included in the December "News & Views" or broadcast in January.*

*Editor – News & Views*

*Send December issue of 'News & Views' to Web Manager for publication.*

### **December**

*Secretary*

*Collate Annual Reports from Branches.*

*Secretary*

*Contact LOC and determine venue and time for Council meetings and AGM at the AARES conference.*

*Secretary*

*As Returning Officer count votes for President Elect.*

*Secretary*

*Contact Branch Secretaries asking them to provide the Federal Secretary with the Annual Branch Report and names of the Undergraduate prize winner.*

*Secretary*

*Contact the chair of the LOC and remind them to include a time slot for the 'Heading South' and 'Heading West' recipients.*

*Secretary*

*Contact the President of AAEA requesting a time slot for the "Heading North" award at the annual meeting of the AAEA in the following year.*

*Treasurer*

*Audited Annual Financial Reports from Branches for consolidated accounts and financial report on the Society's investments.*

*Editor and Secretary*

*Editor(s) provide name of journal article prize winner.*

*Branch Secretaries*

*Provide Federal Secretary with Annual Branch Report and names of Undergraduate prize winner.*

*Central Office*

*Store a copy of the final membership database for the year.*

*Secretary/Central Office*

*Check that the chairs of the respective prize committees are informing the Federal Secretary about the names of the prize winners.*