

## **AHA Executive Committee: roles and duties**

### **OFFICE BEARERS**

#### **President**

The President of the AHA carries both the legal and procedural responsibilities of the Association. In addition, the President chairs the AHA executive, coordinates AHA activities, appoints individuals to committees and encourages the participation of all members in the Association's activities and objectives. The President also represents the membership's interests to government sectors. A vital responsibility of the President is to ensure institutional support for the role through their university and for their home university to provide employment and infrastructure facilities for the executive officer.

#### **Vice President**

The Vice President assists the President in their duties and tasks and ensures that the core aims and strategic objectives of the organisation are upheld and administered. In addition, the Vice President holds a major portfolio and is responsible for its oversight. On any occasions when the President is unable to undertake their role, the Vice President represents the organisation on the behalf of the President.

#### **Immediate Past President**

The Immediate Past President attends all Executive Committee meetings; provides institutional memory; advises the President and Vice-President as required; and may be asked to serve on sub-committees.

#### **Secretary**

The Secretary of the AHA attends, records and circulates minutes of Executive Committee meetings. They may also be involved in preparing the agenda and supporting documents for Executive Committee meetings.

#### **Treasurer**

The main duties of the Treasurer are to:

- provide advice regarding major items of expenditure
- prepare indicative budget for each financial year
- make or authorise payment for major expenses (e.g. cost of journal, Executive Officer salary etc.) – this is done via direct bank transfer
- prepare quarterly report for the AHA Executive Committee regarding the state of the AHA's finances (e.g. quarterly income and expenditure, status of saving accounts, explain key transactions that have taken place etc.)
- provide advice to conference organisers; liaise with organisers throughout the process
- prepare report for the AGM, using financial statement prepared by the Association's auditors

## **ORDINARY MEMBERS: PORTFOLIOS**

### **Memberships portfolio**

1. Liaise with executive officer on
  - strategies for membership relationship management, including use of social media
  - strategies for membership growth, including use of social media
  - logistics concerning membership organisation
2. Report to executive committee on all of the above.
3. Conduct a biennial membership survey.

Desirable experience and attributes:

- Knowledge of membership management
- Experience with social media platforms, especially Facebook and Twitter

Commitment to maintaining and nurturing a sense of community for members

### **Prizes portfolio**

The Executive Member with the Prizes portfolio works with the AHA's Executive Officer to administer the seven awards/prizes for which the AHA is responsible; they are listed and described on the AHA website. Two are awarded annually: the Jill Roe Prize, the Allan Martin Award. Four are awarded every second year: the Kay Daniels Award, the Serle Award, the W.K. Hancock Prize, the Magarey Medal for Biography. One prize, the NAA/AHA Postgraduate Scholarships, is awarded twice each year (a total of four scholarships per year).

The duties of the Executive Officer are to:

- keep a record of all entries/applications, including hard or digital copies of any items (books, papers) submitted for judging;
- at the close of each application/entry period, despatch items to be judged to the appointed judges;
- publicise Prize/Award/Scholarship entry deadlines in the AHA Newsletter
- ensure that the AHA website accurately displays information about each prize.

The duties of the Executive Member with the Prizes portfolio are to:

- appoint judges for each prize and report to the President and Executive on the appointment of judges;
- during the judging period, liaise with judges should they pose any questions of policy;
- report the judges decisions to the President;
- interpret the AHA's policy, for each prize, when issues such as eligibility arise, and discuss with the President and Executive any policy issues that may arise in the course of administering the portfolio
- liaise with other bodies in the two prizes for which the AHA shares responsibility: the Magarey Medal for Biography (the Association for the Study of Australian Literature, ASAL) and the NAA/AHA Postgraduate Scholarships (the National Archives of Australia).

### **Teaching and Learning portfolio**

The duties of the holder on the AHA Executive include, but are not limited to:

- monitoring and reporting on developments in History T and L to the executive
- ensuring that public commentary on the teaching of university history is accurate, or rebutted if it is not
- liaising with AHA conference organisers to ensure that there is adequate provision for panels etc regarding teaching and learning matters
- periodically, updating the surveys on the teaching and learning of History in Australia and New Zealand – as done by Carly Millar and Park Peel in 2004 and Martin Crotty and Paul Sendziuk in 2018
- liaising with Heads of History and ensuring concerns regarding T and L matters are brought to the attention of the AHA Executive.

### **AHA/Copyright Agency Postgraduate Conference Bursaries portfolio**

These Bursaries offer travel and writing support for postgraduate students participating in the annual AHA conference. The administration and coordination of the AHA/CAL

Postgraduate Conference Bursaries involves the following:

- ongoing discussion with conference convenors and Executive Officer regarding dates of abstract acceptance; early-bird registration; collation of applicants (accepted abstracts only); scheduling of workshops; scheduling of papers (to avoid clashes of mentee/mentor presentations)
- appointing at least 1 co-judge (same city, different gender)
- assessing and ranking applications (10x \$800 bursaries + additional mentoring-only awards)
- communicating with applicants (eg. regarding application; mentor appointment; workshops; feedback; publication follow-up)
- selecting mentors (should be at least ECR level; ideally attending AHA conference)
- communicating with mentors (eg. introduction to mentee; feedback on scheme)
- organising 2 workshops during the AHA conference (eg. liaise with conference convenors; workshop design; appointment of speakers etc.)
- applying to Copyright Agency Ltd for further funding, with assistance of Executive Officer and Treasurer (3 year-cycle)

## **REPRESENTATIVES**

### **Early Career Researcher representative**

The role of the early career representative is to advocate for the position of early career history researchers, both within and outside the academy. The role allows for a large degree of discretion, but representatives may wish to share content relevant to ECRs via Twitter and Facebook, convene panels on pertinent issues at the annual AHA conference, and gather content for the AHA ECR blog. The ECR representative has responsibility for the administration of the AHA-Copyright Agency Early Career Fellowship, in conjunction with the AHA executive committee member responsible for prizes and awards.

**Postgraduate representative**

The Postgraduate Student representative to the Australia Historical Association Executive Committee represents and advocates for the interests and concerns of postgraduate students. They do this by participating in all Executive Committee meetings and voting on all resolutions. Where appropriate, the postgraduate rep(s) may also serve on special committees. The Postgraduate Student representative fosters a postgraduate student community via the dedicated postgraduate student Facebook page and postgrad-focused programming at the annual conference.

**CO-OPTED MEMBERS****History Teachers' Association of Australia Representative**

The History Teachers' Association of Australia (HTAA) representative to Executive meetings of the Australian Historical Association (AHA) is a co-opted position, introduced in March 2012. The HTAA representative acts as a conduit between AHA and the HTAA to ensure positive and mutually beneficial sets of understandings and relationships between historians on the one hand and teachers (mainly secondary) on the other.

**Conference convenors**

Convenors of the annual AHA conferences are invited to attend and report to Executive Committee meetings in the year preceding the conference. This ensures protocols are followed and the Executive Committee is kept up to date with all conference plans and activities.