



## Roles Description

This document includes descriptions of the various roles associated with the management and operations of Action Learning, Action Research Association Ltd (ALAR Association).

### The Roles

#### Board Members

[President](#)  
[Vice-President – International](#)  
[Vice-President – Australasia](#)  
[Treasurer](#)  
[Secretary](#)

#### Committees Group

[Vice-President- International](#)  
[Vice-President – Australasia](#)  
[Indigenous AL / AR Co-ordinator](#)  
[Marketing Co-ordinator](#)  
[Membership Co-ordinator](#)  
[Publications Co-ordinator](#)  
[Research Co-ordinator](#)  
[Streams Co-ordinator](#)  
[Volunteers Co-ordinator](#)  
[Web Services Co-ordinator](#)

(The President, Secretary and Treasurer are ex-officio members of the Committees Group)

### ***Action Learning, Action Research Association Board***

All members of the ALAR Association Board must (a) meet the [requirements of company directors](#) as described by the Australian Securities and Investment Commission (ASIC), (b) understand and accept their [legal obligations](#) under the *Corporations Act 2001*, and (c) confirm this understanding by completing and signing an ASIC *Consent to act as a company officeholder* form.

The Board directors have several responsibilities under the [ALAR Association Constitution](#) (Clauses 43- 46), including managing and directing the activities of ALAR Association, financial management and executing documents as required. The Constitution also defines the general duties of directors (Clauses 47 and 48).

#### **President**

The President is responsible for:

- Representing ALAR Association at the World Congress, conferences and other ALAR Association events as required to further the vision and objectives of the organisation;
- Formal endorsement of financial, legal and other transactions that require the signature of either an office bearer or the President;
- Leading and participating in Executive, Management Committee meetings and other fora which require office bearer representation and the endorsement of actions to legitimize them within the bounds of the organisation's constitution;
- Acting as a leader for the organisation where leadership is required, and at all times making the interests of the members and the society the primary interest of any leadership decision or action;

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- If elected by the directors, chairing meetings of the Board and members.

The President is a member of the Board and Risk Committee, ex-officio member of the Committees Group and Global Strategic Publications Editorial Board, and a member of any other committee the Board designates that the President should attend.

The President will contribute an average of 5 hours a week to ALAR Association business, in addition to the time required to attend Board and sub-committee meetings.

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### **Secretary**

The Secretary is the Company Secretary and Public Officer for ALAR Association and is responsible for the legal requirements associated with those positions.

The Secretary is also responsible for:

- Ensuring the maintenance of a membership register, and that the core elements of that register is available to members on request;
- Ensuring the recording, production and retention of minutes of general meetings, and making those minutes accessible to ALAR Association members;
- Ensuring the recording, production and retention of minutes of meetings and circular resolutions of the Board, and making those minutes and resolutions accessible to ALAR Association members when requested (or in other legal circumstances);
- Producing a summary of meeting minutes for ALAR Association members to access on the ALAR Association website;
- Maintaining all official records and providing legally required updates to Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-Profit Commission (ACNC) by due dates;
- Unless voted otherwise by the members of ALAR Association at an AGM, acting as the Returning Officer for elections associated with the Annual General Meeting of ALAR Association, except for the election of the position as Secretary, where another member of ALAR Association will temporarily act as Returning Officer.

The Secretary is a member of the Board and Risk Committee, ex-officio member of the Committees Group, and a member of any other committee the Board designates that the Secretary should attend. The Secretary also contributes to the operations of ALAR Association through preparation of policies, involvement in other activities conducted by ALAR Association (conferences, publications, etc.) and assisting others in developing and conducting activities for ALAR Association.

The Secretary will contribute an average of 2 hours a week to ALAR Association business, in addition to the time required to attend Board and sub-committee meetings.

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### **Treasurer**

The Treasurer is responsible for:

- The delivery of an annual budget;
- Ensuring that that financial accounts for the organisation are in order and available to an annual audit;
- Formal endorsement of financial and other transactions that require the signature of the Treasurer;
- Ensuring that the organisation is always advised regarding its financial position whenever any major (greater than \$1000) financial transaction is considered;
- Ensuring that all financial transactions are conducted in such a way as to ensure ALAR Association meets its constitutional responsibilities.

## Descriptions of ALAR Association Management Roles

The Treasurer is a member of the Board and Risk Committee, ex-officio member of the Committees Group, and a member of any other committee the Board designates that the Treasurer should attend. The Treasurer also contributes to the operations of ALAR Association through preparation of policies, involvement in other activities conducted by ALAR Association (conferences, publications, etc.) and assisting others in developing and conducting activities for ALAR Association.

The Treasurer will contribute an average of 2 hours a week to ALAR Association business, in addition to the time required to attend Board and sub-committee meetings.

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### **Vice-President – International**

The Vice President – International is responsible for:

- Representing ALAR Association in the President's place in International and regional events and network communications where the President cannot attend;
- Progressing ALAR Association's international networks and memberships (individual members, affiliates and associations), enhancing access to international resources, and augmenting opportunities to act in the interests of action researchers and action learners in non-Australasian and global forums;
- Participating as a Committees Group member and in that capacity supporting the World Congress from initial negotiations to final evaluation and financial accounting.

The Vice President – International is a member of the Board and Committees Group, leads ALAR Association's representation on the Organising Committee for the World Congress and may Chair meetings of that Committee if so desired by its members, and is a member of any other committee the Board designates that the Vice President – International should attend. The Vice President – International also contributes to the operations of ALAR Association through preparation of policies, involvement in other activities conducted by ALAR Association (conferences, publications, etc.) and assisting others in developing and conducting activities for ALAR Association.

The Vice President – International will contribute an average of 2 hours a week to ALAR Association business in addition to the time required to attend Board and sub-committee meetings.

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### **Vice President – Australasian**

The Vice President – Australasian is responsible for:

- Representing ALAR Association in the President's place in Australasian and regional events where the President cannot attend;
- Progressing ALAR Association's Australasian and regional networks (individual members, affiliates and associations), enhancing access to resources, and augmenting opportunities to act in the interests of action researchers and action learners in Australasia;
- Participating as a Committees Group member and in that capacity supporting the Australasian conferences from initial negotiation to final evaluation and financial accounting;
- Supporting without directly engaging with other local events as required by regional ALAR Association networks in Australasia.

The Vice President – Australasian is a member of the Board and Committees Group, leads ALAR Association's representation on the Organising Committee for the Australasian conferences and may Chair meetings of that Committee if so desired by its members, and is a member of any other committee the Board designates that the Vice President – Australasian should attend. The Vice President – Australasian also contributes to the operations of ALAR Association through preparation of policies, involvement in other activities conducted by ALAR

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Association (conferences, publications, etc.) and assisting others in developing and conducting activities for ALAR Association.

The Vice President – Australasian will contribute an average of 2 hours a week to ALAR Association business in addition to the time required to attend Board and sub-committee meetings.

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### **The Committees Group**

The Committees Group consists of Co-ordinators of core functions including Special Interest Groups, (SIGs). Each Committees Group member is responsible for:

- Developing policies and procedures that help improve the operations of their area of responsibility for approval by the Board, and, once approved, implementing those policies and procedures;
- Implementing any other procedures for the benefit of succession planning and smooth operations;
- Attending Committee Group meetings, and sharing in the co-ordination of those meetings when needed;
- Keeping individual Committees Group members apprised of their activities;
- Undertaking the task and duties associated with their areas of responsibility.

Each Co-ordinator may lead a small committee of people assisting in the delivery of the activities associated with the area of responsibility.

Each Co-ordinator, except the Vice President – International and Vice President – Australasian, will contribute an average of five hours a month to ALAR Association business in addition to the time required to attend Committees Group meetings, although the amount of time per month will fluctuate according to specific activities.

The Committees Group comprises the following co-ordinator positions.

#### **Vice-President – International**

The Vice President – International is the Co-ordinator of international and regional events, and is responsible for ensuring the conduct of World Congresses. See the description of the Vice President – International role [above](#).

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#### **Vice-President – Australasian**

The Vice President – Australasian is the Co-ordinator of Australasian and regional events, and is responsible for ensuring the conduct of Australasian conferences. See the description of the Vice President – Australasian role [above](#).

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#### **Indigenous AL / AR Co-ordinator**

The Indigenous AL / AR Co-ordinator works with the other members of the ALAR Association Board and Committees Group to develop relationships with Indigenous individuals and groups at a global network scale who are using action learning and action research.

This work could be in relation to academic, community development, delivery of programmes (health, justice, environment, etc.), cultural practices or other relevant areas.

The role is a designated position for a person who identifies as an Indigenous action researcher from any community or is engaged in decolonising Indigenous Knowledge Systems through the development of action learning and action research strategies.

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The role is predominantly an enabling one, with the Co-ordinator working as bridge-builder to nurture, promote and engender networking amongst Indigenous peoples using AL / AR. Actions will develop as the Co-ordinator engages with participants, but as a starting point, could include:

- Communicating with Indigenous academics and practitioners about their AL / AR work
- Building relationships with individuals, communities and entities, including schools, universities and organisations, that utilise or are interested in AL / AR, and are allied to Indigenous peoples and groups
- Seeking to create networks for communication, idea exchange and collaboration amongst these people and entities
- Supporting and advising Indigenous and non-indigenous people and entities in AL / AR work in the form of research projects, publications, workshops, conferences, webinars, visual presentations and audio / video recordings (story-telling), and
- Other ideas that the Co-ordinator proposes and the Board approves.

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### **Marketing Co-ordinator**

The Marketing Co-ordinator works with the Treasurer and other members of the Board and Committees Group to develop, implement, help co-ordinate and realise marketing strategies in areas such as:

- Membership,
- Grants,
- Donations and Bequests,
- Conferences, World Congress and events, and
- General promotion of ALAR Association.

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### **Membership Co-ordinator**

The Membership Co-ordinator works with other members of the Board and Committees Group to develop, implement, help co-ordinate and realise strategies to promote and increase membership of ALAR Association, including

- Liaising with individual members, informing them about the benefits of membership and their rights and responsibilities as ALAR Association members,
- Communicating with organizational members' representatives to ensure their organizations are gaining the desired and promised benefits from membership in ALAR Association,
- Seeking and securing (after Board approval) benefits for individual and organizational members,
- Contacting organizations, groups, people and individuals to help promote ALAR Association, and
- Conducting or supporting activities that promote membership in ALAR Association.

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### **Publications Co-ordinator**

The Publications Co-ordinator works with the Managing Editor, Monographs Editor and editors of other ALAR Association publications to develop the quality, content, consistent timing of delivery and reach of ALAR Association publications. The Publications Co-ordinator also:

- Provides secretarial support to the Global Strategic Publications Editorial Board and works with its members to guide and improve ALAR Association publications;

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- Supports the Vice-President – International and Vice-President – Australasia in the production of World Congress or Conference Proceedings as required;
- Actively seeks reviewers with appropriate skills, knowledge and experience to complement the ALAR Association [Editorial Advisory Board and Review Panel](#);
- Promotes ALAR Association publications amongst potential authors of papers in action learning and action research;
- Promotes ALAR Association publications through a range of activities, including gaining inclusion in academic indexes and search databases;
- Attends and contributes to the Action Learning / Action Research Publications Editorial Boards meetings and other meetings that support the development of ALAR Association and other action learning / action research publications.

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### **Research Co-ordinator**

The Research Co-ordinator works with other members of the Board, Committees Group, researchers, funding organisations and others to develop research opportunities amongst primarily members of ALAR Association, as well as with others with an interest in action learning / action research. This work could include seeking funding and grants. The outcome of the research should include a paper suitable for publishing in an ALAR Association or other action learning / action research publication and/or presentation at an action learning / action research event. The research opportunities could include:

- Research projects initiated by ALAR Association and undertaken by others;
- Research initiated and undertaken by others but for which ALAR Association provides support, advice and/or co-ordination;
- Research led and co-ordinated by ALAR Association, through the Research Co-ordinator;
- Other research activities in action learning / action research considered relevant and appropriate for ALAR Association to participate.

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### **Streams Co-ordinator**

The Streams Co-ordinator works with other members of the Board and Committees Group to develop networking opportunities amongst primarily members of ALAR Association, and between members and non-members with an interest in action learning / action research. The networking opportunities include:

- Special Interest Groups which could be local, regional or international, and which could be on-going or come together for a time-specific purpose;
- Local Chapters or Conversation groups that enable networking and meetings of action learning / action research academics and practitioners;
- Virtual networking activities, meetings, workshops and seminars amongst ALAR Association members and non-members;
- Other action learning / action research groups and networks that wish to work closely with ALAR Association.

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### **Volunteers Co-ordinator**

The Volunteers Co-ordinator works with the other members of the ALAR Association Board and Committees Group to develop relationships with individuals and groups at a global network scale who are using action learning and action research and who may be willing to work as volunteers in ALARA activities. The Volunteers Co-ordinator also develops, implements, helps co-ordinate and realises strategies to promote and increase the number and success of volunteers in ALAR Association, by supporting:

## Descriptions of ALAR Association Management Roles

- Volunteer recruitment and contributions
- Monitoring and evaluation
- Integration and continuous improvement to actualise the ALAR Association's Volunteers Standards across all activities

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### **Web Services Co-ordinator**

The Web Services Co-ordinator ensures the electronic presence and communication for ALAR Association. The Web Services works with technical providers and other members of the Board and Committees Group as required in providing:

- Web sites, including [ALAR Association's main site](#), the [Action Learning and Action Research Journal site](#) and other related sites;
- Social media, including:
  - Facebook ([ALAR Association page](#) and [ALAR Association Event](#) – updating with each event);
  - Twitter ([@alaraevents](#));
  - LinkedIn ([Tertiary Education Community](#) and ALAR Association group);
  - [YouTube](#);
- Email services.

The Web Services Co-ordinator also provides support to ensure the storing and access to electronic files and databases, such as ALAR Association records and membership database, and assists in ensuring the availability and use of electronic tools, such as Zoom video conferencing.

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**The World Community**