# Roles Description

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

# The Roles

**Board Members Committees Group**

[President](#President) [Vice-President- International](#VP_I)

[Vice-President – International](#VP_I) [Vice-President – Australasia](#VP_A)

[Vice-President – Australasia](#VP_A) [Marketing Co-ordinator](#Marketing)

[Treasurer](#Treasurer) [Membership Co-ordinator](#Membership)

[Secretary](#Secretary) [Publications Co-ordinator](#Publications)

 [Research Co-ordinator](#Research)

 [Streams Co-ordinator](#Streams)

 [Web Services Co-ordinator](#Web)

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

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

All members of the ALARA Board must (a) meet the [requirements of company directors](https://asic.gov.au/for-business/running-a-company/company-officeholder-duties/your-company-and-the-law/) as described by the Australian Securities and Investment Commission (ASIC), (b) understand and accept their [legal obligations](https://asic.gov.au/for-business/running-a-company/company-officeholder-duties/) 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 [ALARA Constitution](https://alarassociation.org/sites/default/files/ALtd_Docs/Admin/ALARA_Constitution_Coy_Ltd_by_Guarantee_2018-11-01withABN.pdf) (Clauses 43- 46), including managing and directing the activities of ALARA, 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 ALARA at the World Congress, conferences and other ALARA 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;
* 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 ALARA 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 ALARA 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 ALARA 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 ALARA members when requested (or in other legal circumstances);
* Producing a summary of meeting minutes for ALARA members to access on the ALARA 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 elsewise by the members of ALARA at an AGM, acting as the Returning Officer for elections associated with the Annual General Meeting of ALARA, except for the election of the position as Secretary, where another member of ALARA 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 will contribute an average of 2 hours a week to ALARA 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 ALARA meets its constitutional responsibilities.

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 will contribute an average of 2 hours a week to ALARA 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 ALARA in the President’s place in International and regional events and network communications where the President cannot attend;
* Progressing ALARA’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 ALARA’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 will contribute an average of 2 hours a week to ALARA 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 ALARA in the President’s place in Australasian and regional events where the President cannot attend;
* Progressing ALARA’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 ALARA networks in Australasia.

The Vice President – Australasian is a member of the Board and Committees Group, leads ALARA’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 will contribute an average of 2 hours a week to ALARA 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 appraised 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 ALARA 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](#VP_I).

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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](#VP_A).

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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 ALARA.

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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 ALARA, including

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

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**Publications Co-ordinator**

The Publications Co-ordinator works with the Managing Editor, Monographs Editor and editors of other ALARA publications to develop the quality, content, consistent timing of delivery and reach of ALARA 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 ALARA publications;
* 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 ALARA [Editorial Advisory Board and Review Panel](https://alarassociation.org/?q=publications/editorial-team);
* Promotes ALARA publications amongst potential authors of papers in action learning and action research;
* Promotes ALARA 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 ALARA 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 ALARA, 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 ALARA 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 ALARA and undertaken by others;
* Research initiated and undertaken by others but for which ALARA provides support, advice and/or co-ordination;
* Research led and co-ordinated by ALARA, thorough the Research Co-ordinator;
* Other research activities in action learning / action research considered relevant and appropriate for ALARA 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 ALARA, 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 ALARA members and non-members;
* Other action learning / action research groups and networks that wish to work closely with ALARA.

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**Web Services Co-ordinator**

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

* Web sites, including [ALARA’s main site](https://alarassociation.org/), the [*Action Learning and Action Research Journal* site](https://alarj.alarassociation.org/) and other related sites;
* Social media, including:
	+ Facebook ([ALARA page](https://www.facebook.com/Action-Learning-Action-Research-Association-ALARA-102789964835014) and [ALARA Event](https://www.facebook.com/events/3137407119680074/) – updating with each event);
	+ Twitter ([@alaraevents](https://twitter.com/alaraevents));
	+ LinkedIn ([Tertiary Education Community](https://www.linkedin.com/groups/4914977/) and ALARA group);
	+ [YouTube](https://www.youtube.com/channel/UCmYoR3roBtt77d-6h1Rl9Lg);
* Email services.

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

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