

8. ASAA Executive PDs

8.1 ASAA -President PD 2021

Asian Studies Association of Australia

Role of President

Prepared by Ed Aspinall & Kate Mcgregor, Feb 2021

This document contains relevant information for the President's role.

Key tasks of the President:

- Ensure regular ASAA activities are on track
 - Support committee and council
 - Biennial Conference
 - Grant schemes
 - Post-Doc Fellowship
 - Remind committee members of upcoming events and issues in their portfolio
- Leadership role as the public face of the ASAA
- Chair of Executive Committee, Council and AGM
- Establish and/or chair committees, and lead the allocation of ASAA funds for prizes, awards and grants.
 - John Legge Prize for best thesis in Asian Studies (annual) – led by ASA Editor
 - ASAA Event Funding Scheme (biennial) – led by treasurer
 - ASAA Postdoctoral Fellowship (biennial) – led by publications officer
 - Postgraduate Conference Awards (biennial) – led by secretary
 - Early Career and Mid-Career Book Prizes (biennial) – led by secretary
 - Wang Gungwu Prize for best *Asian Studies Review* Article (annual) – led by VP
 - Tony Reid Prize – led by president
- Policy Advocacy and Strategic planning
- ASAA Representative to peak bodies (government etc.) as required
- Submission to relevant government enquires
- Invite and launch Special Initiatives as required
- References – especially people nominate for honours such as OA

8.2 ASAA VICE-PRESIDENT PD 2021

Asian Studies Association of Australia

Role of Vice President

Prepared by Kate McGregor, Jan 2021

This document contains relevant information for the vice president's role.

Key tasks of the Vice President:

- Support the President with all tasks including strategic planning
- Stand in for the president when not available to chair meetings or deal with matters arising
- Assist with and attend ASAA biennial conference, in coordination with president and other ASAA council members
- Act as key liaison between the ASAA Exec and Council for the ASAA biennial conferences
- Oversee the selection of the ASAA postgraduate conference awards including acting as a judge
- Oversee the Wang Gungwu prize for the best article in *ASR* including selection of committee, acting as a judge and liaison with *ASR* editor and Wang Gungwu
- Serve on other prize committees and grant committees as needed, and assist with identification of other suitable committee members
- Develop and assist the President with other special initiatives as required (eg postgraduate mentoring scheme, special workshops, special blog series of Asian Currents, development of new prizes)
- Contribute to written public submissions and campaigns that support the goals of ASAA, in collaboration with other ASAA councillors (eg invited submissions on new Asia related initiatives such as DFATs National China-Australia Foundation review, the NAA Tune Review as well as submissions on program closures)

8.3 ASAA Treasurer PD 2021

Asian Studies Association of Australia

Role of the Treasurer

Prepared by Elisabeth Kramer, Feb 2021

This document contains relevant information for the Treasurer's role.

The ASAA Treasurer is responsible for the oversight and execution of ASAA's day-to-day financial business, regular financial reporting, and annual audits. Key tasks include:

- Facilitate ASAA payments to external recipients (including for prizes and grants awarded, website costs, and publication costs)
- Facilitate payments to the ASAA
- Provide regular reports, updates, and advice to the Executive and Council about ASAA finances
- Liaise with members on issues related to membership payments
- Monitor the Treasurer's email account and respond to relevant inquiries
- Oversee updates to the website related to membership
- Oversea ASAA Event Funding Scheme (biennial)
- Liaise with sub-national committees (i.e. JSAA and MASSA) to organise distribution of joint membership fees
- Maintain a list of current ASAA members (updated monthly)
- Organise ASAA's annual financial audit
- Organise reimbursement of Executive and Council members (pre-approved by President) for costs related to attending meetings or other authorized events

8.4 ASAA Secretary PD 2021

Asian Studies Association of Australia

Role of the Secretary

Prepared by Melissa Crouch, Nov 2020

This document contains relevant information for the secretary's role.

Key tasks of the Secretary:

- Organise meetings for ASAA Council and ASAA Executive (eg zoom), in consultation with the President
- Organise meeting agendas and minutes;
- Organise the annual general meeting (AGM) in accordance with the Constitution; ensure members are notified of date well in advance
- coordinate with person who oversees the website to ensure AGM minutes are uploaded to the ASAA members site
- Assist with communications to members via the members email list (work with Elly Kent who currently oversees this)
- Organising the nomination and election process for ASAA councillors every 2 years (around Sept-Oct)
- Oversee the Postgraduate Conference Awards (biennial)
- Oversee the ECR and Mid-Career Book Prizes (biennial)
- Act as the contact person for Consumer Affairs (Victoria)
- Submitting annual reports and financial reports as necessary to Consumer Affairs (Victoria), in coordination with the Treasurer
- Respond to website inquiries that come via the ASAA inquiry form (arrange with Elly to change email address if secretary changes)
- Assist with and attend ASAA biennial conference, in coordination with president and other ASAA council members
- Serve on prize committees and grant committees as needed, and assist with identification of other suitable committee members
- Assist the President and Vice-president with other special initiatives as required (eg online webinars, special workshops, special blog series of Asian Currents)
- Contribute to written public submissions and campaigns that support the goals of ASAA, in collaboration with other ASAA councillors (eg campaign in response to the cuts to the NLA Asia Studies collections)

Important documents

The ASAA website lists councillors names and affiliations.

- Constitution
- Certificate of Incorporation
- ABN Advice Letter
- Past AGM minutes
- Past AGM financial reports

Elections to Council

Every two years secretary prepares the nomination and election process for the Council.

ACNC

The outgoing secretary needs to change the name and contact details of the incoming secretary so that they receive automatic reminds from Consumer Affairs (Victoria) to submit an annual statement. <https://www.consumer.vic.gov.au/mycav>

8.5 Asian Studies Association of Australia

Role of ASAA Publications Officer

Prepared by Georgina Drew, Feb 2021

Key tasks of the ASR Editor:

The ASAA Publications Officer's primary job is to liaise between the association and the four book series produced by the association (<http://asaa.asn.au/book-series/>). This involves soliciting updates and reports from the editors in order to ensure that the series are running smoothly and to prepare for council meetings wherein reporting on the series is required. When changes to editors and book press changes are required, it is the Publications Officer's responsibility to oversee replacements and to help secure new publishing agreements.

The Publications Officer is also required to respond to emails related to the ASAS's management at the executive level, to attend executive committee meetings, and to attend the ASAA's semi-annual meetings. Another aspect of the role is to oversee the management, communication, expert panel selection, and awards notification of the Postdoctoral Writing Grant (formerly the Postdoctoral Fellowship) that is handed out once every two years. The Publications Officer is additionally involved in coordinating book release events and book series promotional opportunities via the ASAA newsletter and at the ASAA conference.

5.4 ASAA Subregional PD 2021

Asian Studies Association of Australia

ASAA Subregional PD 2021: Role of Regional Councillors

Prepared by Kate McGregor, Jan 2021

This document contains relevant information for the ASAA council role of regional councillor.

Key tasks of the Regional Councillors:

- Attend all council meetings and where possible represent the ASAA at relevant regional events
- Act as a liaison person between the ASAA and relevant sub regional associations, this means sharing news with the council and exec and members of sub regional associations events and activities and providing relevant content and updates for ASAA bulletins.
- Actively supporting postgraduate members working on this region and supporting our postgraduate representative to reach these postgraduates
- Supporting the sub regional associations to organise ASAA sub regional keynotes at the biennial ASAA conference
- Provide annual reports at council meetings on the sub regional associations and key activities, membership etc.
- Lobbying on behalf of members on issues related to study of the relevant region and providing advice to the council on related matters
- Serving on ad hoc ASAA committees related to promotion and preservation of the field, prizes and other initiatives

5.5 ASAA Postgrad Rep PD 2021

Asian Studies Association of Australia

Role of Postgraduate Representative

Prepared by Kate McGregor, Jan 2021

This document contains relevant information for the ASAA postgraduate representative.

Key tasks of the postgraduate representative:

- Attend all council meetings and where possible represent the ASAA at relevant events
- Act as a liaison person between the ASAA and postgraduates, this means sharing news and concerns with the council and exec and providing relevant content and updates for ASAA bulletins.
- Ensure that postgraduates are included the ASAA's activities in a variety of ways. This can take the form of representation on the Council, where the Rep contributes to meetings to learn about how Council decisions may affect postgrads and to inform the Council of postgraduate perspectives.
- Boost and support postgraduate membership of the ASAA.
- Actively supporting postgraduate members
- Supporting the ASAA to organise the postgraduate events at the biennial conference and postgraduates events in between these conferences.
- Provide annual reports at council meetings on postgraduate developments and activities.
- Lobbying on behalf of postgraduate members on issues related to postgraduate level study of Asia and providing advice to the council on related matters