



Role Description IMMEDIATE PAST PRESIDENT

GENERAL DUTIES OF THE EXECUTIVE COMMITTEE

These duties are repeated across all portfolios

- Work with the MERGA community to promote quality research related to the teaching and learning of mathematics
- Owe obligations of good faith, confidentiality, and loyalty of service to MERGA
- Review and act, as appropriate, on all Committee activities and recommendations
- Establish administrative policy and procedures for the conduct of all meetings in MERGA and its committees
- Appoint members to, and remove them from, standing committees and special committees, establish and dissolve ad-hoc working parties, unless otherwise stated by the By-Laws of MERGA
- Appoint, or renew the appointment of, a Public Officer to carry out the duties specified in MERGA's Incorporation Act 2009 of New South Wales Part 4 Division 2 and any subsequent amendments thereafter
- Take any appropriate measure and perform all duties with due care and diligence as required to accomplish the objectives of MERGA as set out in Part 2 *Purpose and Aims* of these By-Laws
- Participate in all meetings and appropriate activities of the MERGA executive and MERGA membership, and prepare informal reports in advance of each executive meeting and formal reports in advance of the AGM
- Remain informed of recent mathematics education research, policy, and teaching developments
- Seek to influence decision makers at all levels of teaching and teacher education to consider research findings in mathematics education
- Liaise with other organisations with interests in mathematics education
- Represent MERGA at meetings and forums, when needed
- Identify opportunities for using MERGA resources to develop the community
- Regularly review the currency and accuracy of MERGA documentation, including the constitution, policies, procedures, and website content, and By-Laws of MERGA in accordance with the procedures set out in Part 8 *Maintenance processes* of these By-Laws and the MERGA review schedule
- Approve applications for Life Membership and exercise appropriate sanctions in accordance with the Constitution
- Proceed in appropriate administrative areas not specifically covered by the Constitution or the By-Laws of MERGA

- Keep accurate records and review the specific duties of the role of each executive member within the term

SPECIFIC DUTIES OF THE ROLE

The Immediate Past President shall:

- Be an ex-officio member of the Committee for the 12 months immediately following their term
- Have all the rights and obligations of the committee or working party that they serve on, including voting rights
- Advise the incoming President in matters relating to their duties as set out in Part 4 Clause 4 Titles and Duties of Committee Members – President, as required



Role Description PRESIDENT

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SPECIFIC DUTIES OF THE ROLE

- Provide leadership for the attainment of each of the Purpose and Aims of MERGA as set out in Part 2 of the By-Laws
- Have responsibility for management of the business of MERGA
- Have oversight of all other members of the Executive and see that their duties are performed in accordance with these By-Laws
- The President presides over meetings of the executive and acts as a chairperson at meetings
- Have non-voting ex-officio membership of all standing committees
- Call special meetings of the Executive when needed
- In consultation with the Executive, establish, maintain, and regularly review policy and procedures for the award of Life Membership
- Promote MERGA, its members and its products wherever possible
- Represent MERGA, or arrange for its representation, with relevant mathematical professional associations, including Australian Association of Mathematics Teachers (AAMT), Australian Mathematical Sciences Institute (AMSI), Science Technology Australia (STA), and to liaise with these bodies about matters of common interest
- Submit position statements on behalf of MERGA members
- Promote professional relationships with other national and international bodies for mathematics and mathematics education
- Submit a written report of MERGA's operations for the previous year to the Executive and distribute to members at least 48 hours prior to their General Meeting, and from time to time as requested by the Executive



Role Description SECRETARY

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SPECIFIC DUTIES OF THE ROLE

See MERGA secretary run sheet for further detail.

In addition to duties described under Part 3 Section 16 of the Constitution, and the above, the Secretary shall:

- Support the President.
- Ensure that the business of MERGA is consistent with the Constitution.
- Ensure that the business of MERGA is monitored and documented. Maintain a shared drive (e.g., Dropbox) of relevant documents (e.g., agendas, and minutes of MERGA). This should include the documents 'The MERGA Executive' and 'The MERGA Master List', which includes lists of executive, research medals, editorials.
- Manage the official correspondence of the Executive, including physical mail.
- Organise the election of officers for the Committee including coordination of nominations (e.g., distribute nomination forms to all members prior to AGM).
- Maintain familiarity with MERGA's Constitution, By-laws, Policies and Procedures
- Ensure that all decisions and activities of the Association are consistent with the Constitution, By-laws, Policies and Procedures
- Conduct an annual check for changes to the NSW Fair Trading Act and the regulations to ensure MERGA meets legal obligation
- Maintain the review schedule and organise review of constitution, policies, procedures, By-laws and other associated documents of MERGA as per review schedule.
- Update and maintain executive email allocations.
- Maintain a record of out-of-session resolutions in between MERGA meetings
- Organise annual schedule of meetings and oversee provision of formal and informal executive updates prior to meetings.
- Organise AGM, including calling all members to AGM according to the constitution, including distribute the agenda and formal executive reports to all members prior to the AGM, and publishing the AGM minutes.
- Ensure that a resident of New South Wales who is 18 years of age or older be appointed as MERGA's Public Officer to carry out the duties specified in MERGAs Incorporation Act 2009 of New South Wales Part 4 Division 2 and any subsequent amendments thereafter



Role Description TREASURER

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SPECIFIC DUTIES OF THE ROLE

- It is the duty of the Treasurer of the association to ensure:
 - (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
 - (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
- Maintain accurate financial records.
- Work with the Executive to prepare a plan of anticipated costs and income for the coming year, including conference float, initial conference budget approval and conference bank account signatories.
- Work with VP Conferences to audit and consolidate conference finances, including repayment of conference float and reconciliation of Executive expenses.
- Arrange for annual auditing of MERGA financial statements, and present to AGM.
NB: MERGA operates on a calendar year.
- Present financial report to MERGA executive meetings and report on recent activities
- Liaise with Public Officer and lodge annual summary of financial affairs to Fair Trading NSW
- Receive and report to Executive and members on audited financial statements from MERGA annual conference.
- Monitor GST and ABN requirements.
- Monitor MERGA's income tax exemption status and charity status.
- Ensure the annual conference and MERGA organisational insurance declaration and renewals are complete.
- Oversee bursary awards for annual conference.
- Provide monthly financial documentations for book keeper and bank reconciliation
- Manage royalties and copyright payments.
- Manage accounts payable and receivable, including monitoring membership renewal payments
- Manage signatories and seek approval from the President and other nominated Executive signatories for the payment of invoices, and consult with relevant Executive members



Role Description VP COMMUNICATION

GENERAL DUTIES OF THE EXECUTIVE COMMITTEE

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SPECIFIC DUTIES OF THE ROLE

- Work with the President to foster and build relationships and potential partnerships with other organisations
- Manage internal communication with members, including member newsletter, membership renewals and member queries
- Coordinate social media and other forms of public communication
- Maintain a current database of individual members and distribution lists; retrieve information from the database as required by other Executive to carry out their duties – e.g. membership lists, potential referee lists for publication editors, or membership numbers/composition
- Manage the MERGA website – e.g. minor editing of content, maintaining members' section, reporting maintenance issues, liaising with web development/maintenance company



Role Description VP Conferences

GENERAL DUTIES OF THE EXECUTIVE COMMITTEE

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SPECIFIC DUTIES OF THE ROLE

- Provide leadership and direction for the planning, funding and conduct of conferences, including:
 - the budget development with setting of fees, conference float, and conference bank account signatories (with Treasurer).
 - Keynote proposals
 - Proceedings Editorialship (with VP Publications)
 - Website (with VP Development and/or VP Communication) including registration process.
 - Conference Insurance (with Treasurer)
 - Climate and Sponsorship Policies
- Call for and respond to applications related to the annual MERGA conference, and communicate and lead discussion of these with Executive
- Organisation of submissions process (with VP Development and VP Publications), including deadlines, templates, ISBN's, and publication agreement.
- Work with VP Development and VP Research to ensure coordination of awards (e.g. ECA, BSPIA, Research Career Medal, life membership) are included in the program.
- Organisation of conference review panel conveners, including the Early Bird review panel (with VP Publications and LOC proceedings)
- Proactively lead and support local committees (LOC) in the organisation of conferences, including the selection of conference venues, teaching days and workshops, and the program.
- Promote discussion and dissemination of information about conferences, including Expressions of Interest for future conferences.
- Provide regular updates of the planning and organisation for each annual MERGA conference to the MERGA executive
- Provide guidance and advice to the current and subsequent Conference Committee for planning and organisation of the annual MERGA conference.
- Work with the development of the post-conference reports to MERGA Executive and ICMI.
- Coordinate the auditing of the conference accounts, and work with the Treasurer for the reconciliation of the conference accounts.
- Respond to correspondence from MERGA members related to the conference organisation
- Keep conference-related guidelines, handbook, and run sheet up to date and ensure its dissemination



Role Description VP DEVELOPMENT

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SPECIFIC DUTIES OF THE ROLE

- Perform all general duties in accordance with Part 4 Clause 3 *Duties of Committee – General* of these By-Laws;
- Attend to matters related to professional development and capacity building for members of the of the association, such as mentoring for ECRs, speaker series, and pre-conference workshops.
- Promote networking amongst members, such as coordination of Special Working Groups (SWGs) and content for the members section of the website.
- Organise and oversee a panel of researchers and practitioners to review and judge the Beth Southwell Practical Implication Award (PIA) papers
- Welcome and induct newcomers into the MERGA community, including coordination of conference initiatives
- In consultation with the Committee, conduct reviews as per review schedule of the policies, guidelines and procedures for awards relevant to the VP (Development) portfolio to ensure their currency and record such revisions in their annual report;
- Submit a written report to the Annual General Meeting of the operations of the portfolio, including changes to award policies to the Committee and distribute to members at least 48 hours prior to their general meeting, and from time to time as requested by the Committee.



Role Description VP Publication

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SPECIFIC DUTIES OF THE ROLE

- Promote high quality research and publications of recent mathematics education research developments through MERGA publications
- Provide information to members regarding MERGA publications and opportunities to author and edit MERGA publications
- Liaise with relevant editors to monitor the quality and efficiency of MERGA publications
 - Oversee the coordination for the publication of journals (including publisher contracts), conference proceedings and books (including the publication for the 4-yearly reviews of Australasian mathematics education research (RiMEA), including liaising with RiMEA editors on setting up the publisher contract)
- In conjunction with respective editor-in-chief,
 - identify and invite researchers to serve on editorial board
 - monitor, review and acknowledge performance of the editorial board members
 - plan for succession, e.g., identify members to encourage to submit expression of interest (EoI) for roles of editor or future editor-in-chief
- In conjunction with the MERGA Executive and respective editor-in-chief, manage the selection of journal associate editors, Special Issues, and editorial board members
- Call for EoIs for vacant editorial positions for journals, Special Issues and books, including the MERGA Review (RiMEA)
- In conjunction with the MERGA Executive, manage the selection of RiMEA editors.
- Consider opportunities for establishing new MERGA publications
- In conjunction with editors-in-chief and MERGA Executive, review policy and procedures regarding submission of manuscripts, peer-review and publication processes to improve the quality of MERGA publications as needed, at a minimum of every 5 years
- Receive and make decisions on applications for use of MERGA copyright material and keep record of approved permissions (copy of email in a Dropbox folder)
- Maintain a supply of ISBN numbers for MERGA publications by placing orders with the National Library, as appropriate
- Maintain an archive of the Association's publications (hard copy and/or online) at the National Library and MERGA website as appropriate
- Oversee that up-to-date publication agreement forms are available to journal EiCs, Proceedings and RiMEA editors, who ensure that these are signed by authors and archived
- When needed, initiate an establishment of a Standing Committee for Publication consisting of appointed MERGA members, as approved by the Executive



Role Description VP RESEARCH

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SPECIFIC DUTIES OF THE ROLE

The Vice-President for Research shall attend to matters related to research in mathematics education

- In conjunction with VP Development and VP Conferences (where appropriate), support members to increase their knowledge about research matters.
- In conjunction with President and VP Communication, consult with the MERGA community and respond to research matters.
- Manage the promotion, nomination, judging and awarding of research-related awards.
- Organise the shortlisting and judging of the Early Career Research Award papers during the annual MERGA conference.
- Prepare citations of research award recipients and announce/present awards at the annual conference.
- Monitor the supply of research award plaques, medallions and pins.
- Explore opportunities for new awards
- Explore opportunities for dissemination of research presented during MERGA conferences (through short publications such as Quick Reads and Teacher Reads) in collaboration with VP communications
- Review, as per review schedule, the policies, guidelines and procedures for research awards relevant to the portfolio to ensure their currency and report such revisions in MERGA's annual report.