

## Role Description PRESIDENT

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### DUTIES OF THE EXECUTIVE COMMITTEE

- 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 the Association 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 the Association;
- Ensure that a resident of New South Wales who is 18 years of age or older be appointed as the Association's Public Officer to carry out the duties specified in the Association'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 the Association 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;
- Collect and disseminate information on 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 the Association in accordance with the procedures set out in Part 8 *Maintenance processes* of these By-Laws;
- Exercise appropriate sanctions in accordance with the Constitution;
- Proceed in appropriate administrative areas not specifically covered by the Constitution or the By-Laws of the Association;
- Keep accurate records and review the specific duties of the role within the term.

### SPECIFIC DUTIES OF THE ROLE

Lead MERGA in promoting quality research related to the teaching and learning of mathematics.

- The President presides over meetings of the committee, and acts as a chairperson at each general meeting.
- 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



## 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 Development, consult with the MERGA community and respond to research matters
- Manage the promotion, selection and awarding of research-related awards. Organise and oversee a panel of researchers to review Early Bird papers applying for the Early Career Research Award.
- Manage nominations for research awards by organising assessment committee meetings with judges nominated to select winners of the research awards.
- 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



## Role Description VP Publication

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### SPECIFIC DUTIES OF THE ROLE

- Promote high quality research and publications of recent mathematics education research and teaching developments through MERGA publications
- Manage the selection of journal editors, Special Issues and editorial boards in conjunction with the MERGA Executive
- Take overall responsibility for the publication of journals, conference proceedings and books (including the 4-yearly reviews of Australasian mathematics education research)
- When necessary, convene a Standing Committee for Publication consisting of three MERGA members, as approved by the Executive
- Explore opportunities for establishing new MERGA publications, including multimodalities
- In conjunction with the Executive, select editors, guest editors of Special Issues and members of editorial boards

- In conjunction with editors and MERGA executive, monitor and review membership of the editorial boards
- Advertise vacant editorial positions for journals, Special Issues and books, including the MERGA Review (RiMEA)
- In conjunction with the editors of MERGA publications and the Executive, review policy and procedures regarding submission of manuscripts, peer-review and publication processes to improve the quality of MERGA publications
- Consider applications for use of MERGA copyright material
- Maintain a supply of ISBN numbers for MERGA publications and placing orders with the National Library, as appropriate
- Provide information to members regarding MERGA publications and opportunities to author and edit MERGA publications



## Role Description VP DEVELOPMENT

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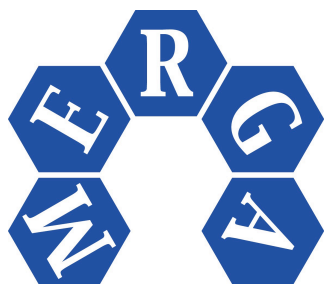
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### SPECIFIC DUTIES OF THE ROLE

- Attend to matters related to professional development for the MERGA community, and capacity building of the association
- Organise working parties, as necessary, to consult with the MERGA community and respond to research matters, education policy, reviews and initiatives
- In conjunction with the President and VP Communication, coordinate press releases and other forms of media and public communication.
- 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



## Role Description VP Conferences

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### DUTIES OF THE EXECUTIVE COMMITTEE

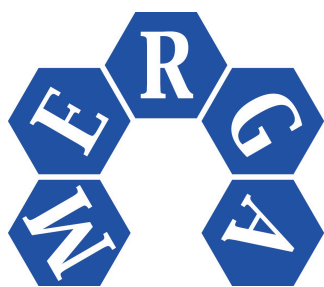
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### SPECIFIC DUTIES OF THE ROLE

- Provide leadership and direction for the planning, funding and conduct of conferences
- Call for and respond to applications related to the annual MERGA conference, and communicate and lead discussion of these with Executive
- Organisation of conference review panel conveners, including the Early Bird review panel
- Proactively lead and support local committees in the organisation of conferences, including the selection of conference venues
- Promote discussion and dissemination of information about 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
- Respond to correspondence from MERGA members related to the conference organisation
- Keep conference-related guidelines and handbook up to date and ensure its dissemination





## Role Description VP COMMUNICATION

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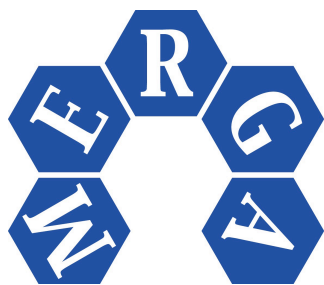
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### SPECIFIC DUTIES OF THE ROLE

- Promote networking and supportive, informal, professional communication amongst members.
- Maintain a current database of individual members. Use this database to retrieve information as required by other Executive to carry out their duties – e.g. membership lists, potential referee lists for publication editors, or membership composition.
  - In conjunction with the President and VP Development, coordinate press releases and other forms of media and public communication.
- Respond to queries from members or potential members.
- Communicate about membership procedures and timeframes.
- Maintain the MERGA email list and manage the distribution of “Newsletter” items.
- Manage the MERGA website.



## Role Description TREASURER

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### SPECIFIC DUTIES OF THE ROLE

- Maintain accurate financial records
- Work with the Executive to prepare a plan of anticipated costs and income for the coming year
- 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
- Complete annual insurance declaration and renewal.
- Oversee bursary awards for annual conference
- Provide monthly financial documentations for book keeper and bank reconciliation
- Manage membership renewals and payments, set up products and events on website
- Manage royalties and copyright payments
- Manage accounts payable and receivable

- Have custody of the common seal of the Association, copies of all documents to which it has been affixed, and certificates of title to all property owned by the Association.



## Role Description SECRETARY

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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 the By-Laws
- Support the President. For example, work with the President to set agendas to ensure key issues are discussed and addressed (particularly those that arise during the AGM and/or Policy Meeting)
- Lodge notice with the association of physical address, as per Constitution.
- Ensure that the business activities and official documents of MERGA are consistent with the Constitution
- Ensure that the business of MERGA is maintained and well-organised
- Keep a record of the MERGA organisation. Maintain a shared drive (e.g., Dropbox) of official documents, history and business of MERGA and share with Executive members and the Public Officer.
- Manage the official correspondence of the Executive. This includes liaising with AAMT to receive MERGA mail when it is sent to the physical address.
- Maintain (through a nominee if appropriate) a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or

email address of each person who is a member of the association together with a date on which the person became a member, as stated in the constitution.

#### The Constitution, By-Laws, Policies and Procedures

- Maintain familiarity with the Association'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
- Annually check for changes to the NSW Fair Trading Act and the regulations to ensure we meet legal obligations
- Ensure a periodic review (a minimum of once per annum) of the Constitution and By-Laws in accordance with Part 8 Clauses 17 and 18 of these By-Laws and report these results at the Policy Meeting.
- Organise biannual schedule of review of Policies and Procedures of the Association. Report the results of these reviews at the Policy Meeting.

#### Executive Meetings

- Organise meeting for Executive, including venue and food
- Collate executive reports and disseminate to Executive prior to the meetings
- Prepare agenda and circulate to executive prior to meeting
- Record minutes during meetings

#### Policy Meeting

The policy meeting is held no less than 24 hours before the AGM as per the Constitution.

- Advertise policy meeting to members, including any agenda items.
- Prepare information for the policy meeting, including topics for discussion, proposed changes to the constitution, changes made to By-Laws, and the results of any review to Policies and Procedures.

#### AGM (Special General Meetings are similar)

- Give members notice of place, date and time of the AGM and the nature of the business being transacted within the period specified by the constitution.
- Give notice of elections and calls for nominees (generally circulated with notice of AGM)
- Organise the election of officers for the Committee including coordination of nominations
- Record draft minutes of the AGM
- Publish minutes of AGM on MERGA website, along with Treasurer's report, prior to following year's AGM