**EXECUTIVE COMMITTEE OF EASA**

Activities and Duties (2022)

Open Rubric

**EDUCATION ASSOCIATION OF SOUTH AFRICA (EASA)**



**OPVOEDKUNDE VERENIGING VAN SUID-AFRIKA (OVSA)**

**MOKGAHLO WA THUTO WA AFRIKA BORWA INHLANGANO YEZEMFUNDO ENIGIZIMU AFRIKA**

1. DUTIES OF THE EASA CHAIRPERSON



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**1.2 Second meeting of the year: usually in March**

1. Report back from the conference convener regarding the conference, including the finances.
2. Arrangements regarding the call for research awards and for incoming chairperson will be finalised.
3. Follow-up on AGM/Special Interest Group motions emanating from the Annual General Meeting.
4. **EASA EXECUTIVE COMMITTEE ACTIVITIES**

Key matters (other than the standing items: SAJE, Finance, up-dated paid-up membership tally, WERA report back) to serve at each of the three Executive meetings:

* 1. **First meeting of the year: usually just before the conference commences:**

1. The conference host for the following year
2. The conference Awards Evening, the protocol and each Executive member's task for the evening
3. Finalise the agenda of the AGM
4. Co-opting members onto the EASA Executive.
5. Finalise and approve audited financial statements of EASA and SAJE.
6. Decide on conference convener for upcoming year's conference.

**1.3 Third meeting of the year: usually in September**

1. Scrutinising the nominations for the research awards received and deciding on awardees.
2. Scrutinising the nominations for incoming chair - to be taken forward to the AGM.



# DUTIES OF THE EASA CHAIRPERSON

(The duration of the term of the EASA Chairperson is one year)

* 1. Represent EASA competently and as necessary during year as chair, with the support of the EXCO. Funding to attend meetings is mainly the Chair's responsibility, but in certain instances funds may be requested from EXCO/the treasurer.
  2. Represent EASA in various forums with the support of the EXCO.
  3. If EASA representation at WERA forms part of a chair's term of office (depending on cycle of EASA representation at WERA), then funding to this end is mainly the Chair's responsibility – with support from EXCO in terms of flight costs.
  4. Chair the AGM during the annual conference.
  5. Chair EXCO meetings in January, March and September.
  6. Review nominations for EASA awards and incoming chair after receiving it from the secretary. Facilitate discussion relating to these awards/nominations at the September EXCO meeting.
  7. Hand over EASA awards at the EASA annual conference during the Gala Function.
     1. Encourage membership of EASA.

1. Make EASA's activities known in the local media (in conjunction with ESCO).
2. Draft and present the chairperson’s report.
3. Communicate awardee decisions, and appointment decisions to relevant persons.
4. Sign off approved and audited financial statements at the end of the financial year, together with the treasurer.

# DUTIES OF THE EASA INCOMING CHAIRPERSON

(The duration is a one-year term)

* 1. Attend EASA executive committee meetings. Attendance is usually financed by the incoming chair.
  2. Attend the EASA annual conference.
  3. Network and communicate with other EASA executive committee members to facilitate activities

/communiqués/functions.

* 1. Develop two electronic newsletters to members (June / November) in order to keep members up to date on EASA activities.
  2. The first newsletter normally covers the following:

Message from the outgoing chairperson; An introduction of the EASA EXCO members; a report from the current year’s conference committee (with pictures); EASA Award winners; a report from each portfolio and news about the following years’ conference.

The second newsletter normally covers the following:

Message from the chairperson; news from each portfolio; report on the keynote speakers of the following year’s conference, information about the AGM, etc.

* 1. Act as chair in the absence of the chairperson at EXCO meetings and other forums.

# DUTIES OF THE EASA OUTGOING CHAIRPERSON

(The duration is a one-year term)

* 1. Attend EASA EXCO meetings. Attendance is financed by the outgoing chair.
  2. Support the chairperson as well as possible – and act as mentor to him/her.
  3. Network and communicate with other EASA EXCO members to facilitate activities

/communiqués/functions.

* 1. Attend the EASA annual conference.
  2. May be nominated to become the EASA WERA representative if the current representative’s term comes to an end.
  3. Encourage membership of EASA.

# DUTIES OF THE EASA TREASURER

(The duration is a three-year term)

* 1. Keep a set of financial records that include a cash book, audited financial statements, deposit book, bank statements, vouchers, invoices, statements, summary of page fees received from authors, and any other pertinent financial information related to the Association.
  2. Draw up on a regular basis a cash book to reflect all monies received and all payments made.
  3. Make payments supported with the necessary supporting documents/minutes of meetings to institutions and individuals that render services to the Association.
  4. Deposit all monies received in respect of membership fees and page fees (where applicable).
  5. Prepare statements of receipts and payments reflecting the bank balances prior to Association meetings, or on request. The statement should clearly differentiate the activities of SAJE from other activities of the Association.
  6. Advise the EXCO and make recommendations (where applicable) regarding the cash position of the Association.
  7. Liaise and advise the secretary on matters relating to membership fees collected - and those outstanding.
     1. Liaise and advise the SAJE administrative clerk with regards to page fees received and still outstanding.

j. Ensure on an annual basis that the financial records are audited by a firm of accountants and auditors approved by the Executive Committee. The financial statements should clearly differentiate the activities of SAJE from other activities of the Association (these statements will be accompanied by a brief written explanation that makes jargon and accounting procedures clear).

k. Report and obtain approval of the audited financial statements from the EXCO at an EXCO meeting.

1. Report and obtain approval of the audited financial statements from the members at the Annual General Meeting.
2. Liaise with the SAJE editor on all matters pertaining to the finances of the journal
3. Act on decisions made by EXCO and not only the chairperson. The same will apply to expenditure made on behalf of EASA.
4. Compile a statement of receipts and payments, and separate statements of income and expenditure for SAJE and EASA to be presented at every EXCO meeting during the year.

# DUTIES OF THE EASA SECRETARY

(The duration is a three-year term)

* 1. Preparation of agendas in consultation with the chairperson.
  2. Send meeting invitations (date, place and agenda) timeously to all members concerned.
  3. Send minutes of the previous meeting and agenda to all concerned – as well as a link in case of virtual meetings.
  4. Reminders about the meetings to be sent to all, either via e-mail or other means. Help chair with arrangements.
  5. Prepare handouts, make copies on minutes of previous meeting, agenda printouts when f2f meetings are held.
  6. Have the attendance register, minutes, etc ready before the meeting.
  7. Recording the minutes is the most important responsibility of the secretary during the meeting.
  8. Prepare minutes within two weeks after the meeting.
  9. Send a copy to the chair before it is sent out the rest of the EXCO members for checking.
  10. Keep record and regularly update information on membership (new/registered) in electronic format.
  11. Issue membership certificates on member requests.
  12. Assist in collecting EASA membership fees at all EASA conferences.

## Communication with members

* 1. Send communiques or any other communication to members as requested by the EXCO.
  2. Send out reminders for member fees.
  3. Attend to member enquiries.
  4. Keep the member list updated.
  5. Keep receipts of member fee payments.
  6. Communicate with the treasurer on a regular basis.

## Other Tasks

* 1. Ordering of research medals.
  2. Document management – compiling and storing.
  3. Liaison with SAJE editorial team and with the treasurer on financial matters pertaining to the Association.

1. **DUTIES OF THE EASA CONFERENCE CONVENER**

(The duration is an 18-24 month term)

* 1. Attend EASA EXCO meetings.
  2. Attendance is financed by the member/members institution.
  3. Support the EASA chair to ensure a high-quality conference is arranged.
  4. Network and communicate with other EASA EXCO members to facilitate activities/ communiques/the conference.
  5. Inform EXCO at each meeting about the progress of the arrangements of the EASA conference.
  6. The September EXCO meeting is usually held at the chosen conference venue.
  7. Arrange light lunch for EXCO on the Sunday before the conference – at the EXCO meeting. This is sponsored by the organising committee.
  8. Manage the conference on behalf of EASA. Decide in conjunction. Decide in conjunction with the treasure how much of the profit is paid over to the Association.

1. **DUTIES OF THE EASA CO-OPTED MEMBER(S)**

(The duration is a three-year term)

*A number of portfolios may be created for co-opted members, such as website coordinator, internationalisation and postgraduate student development, etc.*

* 1. Attend EASA executive committee meetings. Attendance is financed by the co-opted member.
  2. Support the chairperson as well as possible with the allocated portfolio.
  3. Network and communicate with other EASA executive committee members to facilitate activities/ communiqué/functions.
  4. Attend the EASA annual conference. Attendance is financed by member.

1. **DUTIES OF THE SAJE EDITOR**

(This is a five-year term)

* 1. Attend EASA executive committee meetings (normally in January, March, and September).
  2. Support the Chairperson in matters related to SAJE.
  3. Networking and communication with other EASA executive committee members to facilitate activities/communiqués/functions.
  4. Attend EASA annual conference. Attendance is financed by the member.
  5. Draft an annual report and present at Annual General Meeting at EASA conferences.



**EXECUTIVE COMMITTEE OF EASA**

Activities and Duties (2013)