

AIEA Presidential Stream: Key Responsibilities

President-Elect

General Responsibilities

Attend all board meetings (February meeting: in-person; summer meeting is virtual; fall meeting may be in-person or virtual)

Serve as a part of the Presidential Stream.

Preside at all meetings of the Board and the Association when the President is absent

Fill the vacancy of President if necessary; in the event the President-Elect shall fill the vacancy of a President, such person shall complete the term of the vacancy and shall serve the next succeeding term as President.

Serve on Governance committee.

Possible service on board committees.

Perform such other duties as may be directed by the Board.

January/February

Attend board meeting at conference; participate in various conference events in official capacity

September-October

Governance committee responsibilities for board nominations (may span several months)

February

At conference, speak/give welcome at different events; present award at luncheon, etc. Attend receptions, events, etc.

At conference, thank sponsors as able

AIEA President

General Responsibilities

Lead all AIEA board meetings (February meeting: in-person; summer meeting is virtual; fall meeting may be in-person or virtual) including creating agenda with Executive Director.

Work with the Presidential Stream, Board, and Secretariat as appropriate to make decisions in regards to AIEA issues that might arise

Represent AIEA at other conferences or key events for international education professionals as needed.

Perform such other duties as may be directed by the Board.

Manage Transatlantic Dialogue if applicable during Presidential year

Manage Strategic Planning Process if applicable during Presidential year

Appoint all committee and taskforce members

Lead Governance committee

By April

Spring “Message from the President” for AIEA listserv

September

Fall “Message from the President” for AIEA listserv

September-October

Governance committee responsibilities for board nominations (may span several months)

October-November

Work with committee chairs to appoint all new committee members

December

In anticipation of becoming conference chair, develop theme, subthemes, and call for proposals wording for Annual Conference, and approve postcard image

January/February

Lead AIEA Associational Meeting at the Annual Conference

At conference, speak/give welcome at different events; present award at luncheon, etc.

Attend receptions, events, etc.

Post-conference, send thank you letters to conference sponsors, interns, conference committee, speakers, etc. with support from Secretariat

Secretariat to provide chair with a conference chair timeline for the next 12 months

Meet with Secretariat to discuss conference ideas, speakers, sessions, preconference

workshops, sessions, conference committee and subcommittees, etc.

Immediate Past President and Conference Chair**General Responsibilities**

Attend all board meetings (February meeting: in-person; summer meeting is virtual; fall meeting may be in-person or virtual)

Serve as a part of the Presidential Stream, empowered by AIEA bylaws to make decisions when necessary and designated by the Board.

Serve as conference chair

March

Recruit and select conference committee and sub-committees if applicable

Coordinate committee work (promotions, proposal review, on-site, etc.)

Work with Secretariat to schedule conference committee meetings

April

Finalize conference committee

March –July

Work with Secretariat to invite conference keynote speakers
Work with Secretariat to coordinate pre-conference workshops
Promote Call for Proposals
Work with conference committee to promote Call for Proposals

May

Promote Call for Proposals
Conference committee proposal review (last two weeks of May)

July

Coordinate with Secretariat to schedule virtual or in-person proposal review discussions in September (generally a two-day process)

Late August/Early September

Final review of session proposals
Meet with Executive Director and staff (in-person, if possible) to determine sessions for Annual Conference

September-January

Promote Conference Registration
Work with the Secretariat on final session selections, session acceptance/rejection notifications, etc.
Work with Secretariat and committee for communications around pre-conference workshops and conference events
Schedule monthly planning meetings with conference committee members
Work with Conference committee to promote registration
Make determinations on conference-related issues that arise

February

Attend annual conference
At conference, speak/give welcome at different events; present award at luncheon, etc.
Attend receptions, events, etc.
At conference, thank sponsors as able and engage with them
Post-conference, send thank you letters to conference sponsors with support from Secretariat