

## **AIEA Presidential Stream: Key Responsibilities**

### **President-Elect**

#### **General Responsibilities**

Attend all board meetings (fall and February meetings: in-person; summer meeting is virtual)  
Serve as member of the nominating committee, presidential fellows committee, and thematic forum committee.

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.

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)

#### **January**

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 (fall and February meetings: in-person; summer meeting is 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

Appoint all committee and taskforce members

Lead Governance committee

#### **By April**

Spring “Message from the President” for AIEA Newsletter

### **September**

Fall “Message from the President” for AIEA Newsletter

### **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 (fall and February meetings: in-person; summer meeting is virtual)  
Serve as chair of the nominating committee, presidential fellows committee, and thematic forum committee.

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

### **March –July**

Work with Secretariat to invite conference keynote speakers

Work with Secretariat to coordinate pre-conference workshops

Work with Secretariat to invite delegations  
Promote Call for Proposals  
Work with conference committee to promote Call for Proposals  
Attend Global Symposium in April

### **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

### **October**

Create conference welcome letter for program

### **February**

Post-conference, send thank you letters to conference sponsors with support from Secretariat