

AIEA Presidential Stream: Key Responsibilities

President-Elect/Conference Chair

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.

December prior to President-Elect Year

Develop conference theme

Create call for proposals

Approve conference postcard image

January/February

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

March

Recruit and select conference committee and sub-committees if applicable

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

March –July

Work with Secretariat to invite conference keynote speakers

Work with Secretariat to coordinate pre-conference workshops

Work with Secretariat to invite host institutions

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)

Forum and Fellows committee responsibilities (may span several months)

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 Conference committee to promote registration

Make determinations on conference-related issues that arise

October

Create conference welcome letter for program

Nominations committee responsibilities (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

February

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

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

April-June

Spring "Message from the President" for AIEA Newsletter

May

Forum and Fellows committee responsibilities (may span several months)

September

Fall "Message from the President" for AIEA Newsletter

October

Nominations committee responsibilities (may span several months)

Work with committee chairs to appoint all new committee members

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 with support from Secretariat

Immediate Past President

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.

April-June

Lead Presidential Forums and Thematic Forum Committees through recruitment and selection process

July-August

Approve Presidential Fellows Action Plans and Thematic Forum plans if any changes

October

Nominations committee responsibilities (may span several months)

May

Approve Presidential Fellows Final Reports and Thematic Forum Final Reports (may span several months)

February

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