Association for Academic Language and Learning (AALL) Governance Charter

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1. Introduction

This Charter records the Executive Governance guidelines for the Association for Academic Language and Learning (AALL) Incorporated.

The Executive derives its powers and responsibilities as specified under the Constitution.

Nothing in this Charter is intended to conflict with the enabling legislation or the Association's Constitution. To the extent that any conflict occurs, the legislation or the Constitution will prevail.

1.1. Related Documents

a) Association for Academic Language and Learning (AALL) Incorporated Constitution

b) Code of Conduct

2. Mission

AALL is a professional association committed to representing and supporting tertiary academic language and learning educators in Australia, and others with an active interest in the field. AALL aims to provide members with opportunities to extend their professional networks and to enhance their practice through discussion, professional development, presentations, publications, and research.

3. The Structure of the Executive

As per the Constitution, the Executive consists of the Office Bearers and up to 7 Portfolio Leads, known as the Executive. The Executive may meet with, or call upon, the AALL Advisory Committee for specialist knowledge or skills as required. Portfolio Leads may appoint a Deputy Lead to drive specific projects, and act in the absence of a Portfolio Lead at an Executive or Portfolio meeting.

The Executive consists of **Office Bearers** and **Portfolio Leads**.

Office Bearers:
o President
o Vice President
o Secretary
o Treasurer
o Public Officer

Portfolio Leads:
o Research and Scholarship Lead
o Professional Development Lead
o Communications Lead
o National Practice Lead
o Grants and Awards Lead
o Conference and Events Lead
o Website and IT Lead

3.1. The Role of the Executive

The Executive plays a pivotal role in the strategic direction and decision-making of the Association. Comprising individuals with diverse expertise and leadership skills, the Executive ensures the association's overarching mission is sustained. The Executive is ultimately responsible for all aspects relating to the management of the Association. It is tasked to control and manage the business and affairs of the Association under the Constitution and any Funding Agreements it may enter.

The principal functions and responsibilities of the Executive include:

a) Providing the overall strategic direction for the for Association of Academic Language and Learning (AALL) Incorporated in accordance with AALL's Mission Statement and Goals.

b) Ensuring effective performance and compliance of the Association.

c) Providing leadership and support to the Membership of AALL.

d) Providing financial management including approval of financial statements, reports, and budgets, including the issuing and acquittal of grants to the Membership.

e) Reviewing the annual performance of the Association, including the Executive, Officer Holders, Portfolio Leads and Deputy Leads and subcommittees.

f) Establishing and determining the powers and functions of any subcommittees or working groups as projects demand.

g) Promoting the Association to the broader Australian and international academic communities.

h) As a founding member, driving and maintaining an active and productive relationship with the International Consortium of Academic Language and Learning Developers (ICALLD).

3.2. Office Bearers

3.2.1. Role of the President

a) The president is a public spokesperson for the association, provides strategic and operational leadership to the executive, and supports executive member functions.

b) The president must have been a member of the AALL executive for at least 12 months before being eligible to be elected to this position.

c) The president fosters national and international links with professional associations and organisations.

d) The president chairs executive meetings, AGMs, and office bearer meetings.

e) The president supports Portfolio Leads to undertake roles.

f) Prepares president's report for the Annual General Meeting.

3.2.2. Role of the Vice President

a) The vice-president is a public spokesperson for the association, assists in leading and supporting executive member functions, and acts as president when the president is absent.

b) Attends Executive meetings and acts as Chair when the president is absent.

c) The vice-president must have been a member of the AALL executive for at least 12 months before being eligible to be elected to this position.

d) The vice-president helps to foster national and international links, and chairs meetings as necessary.

e) Supports Portfolio Leads to undertake roles; may take on Portfolio Lead role.

f) Project management as required.

3.2.3. Role of the Secretary

a) The secretary coordinates and attends executive and AGM meeting processes, including establishing dates, preparing agendas, keeping minutes, and calling for and disseminating reports.

b) The secretary acts as returning officer for executive elections and maintains registers of appointments of office-bearers and other executive roles.

c) The secretary supports the president, vice-president, and treasurer in any necessary administrative assistance as required.

3.2.4. Role of the Treasurer

a) The treasurer manages bank accounts, maintains accurate financial records, and coordinates incoming and outgoing payments, so that financial commitments of the association are met.

b) Manages the tax affairs of the Association through an accountant.

c) Ensures the Association's Australian Business Register entry is kept up to date (requires updating within 28 days of changes of office bearers)

d) Processes institutional membership payments.

e) Prepares financial and membership report for the AGM and Annual Report.

f) The treasurer provides ongoing financial reporting, oversight, and advice to the executive, and prepares and presents budgets for approval at the AGM.

g) The treasurer attends AALL office bearer and executive meetings.

3.2.5. Role of the Public Officer

The public officer must be over 18 years of age and reside in New South Wales.

a) Ensures legal reporting requirements are met, is an authorised signatory for AALL, and notifies Fair Trading NSW of AALL official address changes within 28 days.

b) The public officer of the association must, as soon as practicable after being appointed as public officer, lodge a notice with the association of their address.

c) Acts as the central contact for AALL, responds to enquiries received through the association website, and brings items requiring action to the attention of the executive.

d) Attends AALL office bearer and executive meetings.

e) Manages access to centralised electronic document storage locations as a means of transferring documents between incoming and outgoing executive members.

f) May take on Portfolio Lead role.

3.3. Portfolio Leads

Portfolio Leads within the Executive of the Association hold roles akin to chairs of sub-committees; their reporting responsibilities are integral to ensuring transparency and effective decision-making within the organisation. Portfolio Leads are expected to report at regular Executive Meetings throughout the year. Using an AALL pro forma, Portfolio Leads will cover an overview of project achievements, challenges encountered, and upcoming initiatives that align with the Association's Mission. These reports may also include recommendations or requests for resources, support, or decisions from the Executive. Portfolio Leads should be prepared to engage in discussions with the Executive members based on their reports, including addressing any questions, concerns, or suggestions from Executive members related to their portfolio. The reporting by Portfolio Leads is critical to ensuring the Association's leadership and membership are well-informed about the activities and impact of each portfolio. Portfolio Leads may appoint a Deputy Lead to drive specific projects, act in the absence of a Portfolio Lead at an Executive or Portfolio meeting, and to support succession planning.

3.3.1. Research and Scholarship Lead

The Research and Scholarship Lead attends executive meetings and AGMs and provides annual reports on activities. This lead is responsible for developing the aims that support the AALL mission and goals in relation to research and scholarship, having these approved by the Executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the Executive informed of activities.

Responsibilities:
a) Oversees the Journal of Academic Language and Learning (JALL).

b) Oversees or facilitates, together with the lead editor and editorial team of JALL, the production of special issues and edited volumes.

c) Appoints and oversees JALL editorial team

d) Identifies, promotes, and participates in evidence-based practice related to ALL theory and practice.

e) Provides input on AALL grants that relate to scholarly research.

3.3.2. Professional Development Lead

The Professional Development Lead attends executive meetings and AGMs and provides annual reports on activities. This lead is responsible for developing aims that support the AALL mission and goals, having these approved by the Executive, establishing and promoting mechanisms whereby other members can join and contribute, and keeping other members of the Executive informed of activities.

Responsibilities:
a) Coordinates and oversees the development, delivery, and promotion of national PD programs.

b) Supports development and promotion of events and special interest groups (including development of best practice protocols) and liaises with committee leads, such as:

- Connect. Inspire. Share Committee

- Mathematics SIG

- Potential future SIGs (such as AI, Ai, students as partners, access and inclusion, feedback literacies, embedding in curriculum, resource development, wellbeing etc.)

c) Develops and coordinates an AALL mentorship program for members in consultation with Grants and Awards Lead.

3.3.3. Communications Lead

The Communications Lead attends executive meetings and AGMs and provides annual reports on activities. Develop aims that support the AALL mission and goals, having these approved by the executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the executive informed of activities.

Responsibilities:
a) Liaises with Office Bearers and Portfolio Leads to develop a communications plan for the calendar year to promote events, discussion and information to members and others with an interest in the field.

b) Coordinates regular communications to members as per communications plan via newsletters, emails, and social media.

c) Consolidates and promotes individual and institutional AALL memberships.

d) Coordinates and advises AALL executive members speaking publicly on behalf of AALL.

e) Liaises with Secretary on collation of AALL Annual Report, providing editing, formatting, and final proof reading.

3.3.4. National Practice Lead

The National Practice Lead attends executive meetings and AGMs and provides annual reports on activities. Develops aims that support the AALL mission and goals, having these approved by the executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the executive informed of activities.

Responsibilities:
a) Oversees, develops, and promotes national benchmarking activities to encourage discussion, exchange information and share good practice, quality assurance mechanisms and related policies.

b) May establish and chair committee with representation from states and territories to promote national network and information sharing.

c) Maintains and reviews national data base of ALL Centres.

d) Identifies and promotes quality, diversity, internationalisation, and flexibility in ALL practice.

e) Reports to the executive on issues pertinent to state and territory members, as required.

f) Liaises with Comms coordinator to encourage membership across Australia and to engage with members in specific institutions, as required.

g) Represents AALL on ICALLD.

3.3.5. Grants and Awards Lead

Grants and Awards Lead attends executive meetings and AGMs and provides annual reports on activities. Developing aims that support the AALL mission and goals, having these approved by the executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the executive informed of activities.

Responsibilities:

a) Oversees AALL grants, including promoting grant rounds, and coordinating review panels, reports, information sessions and feedback processes.

b) Initiates, develops, and oversees AALL Award programs in consultation with executive.

c) Oversees, promotes, and administers state and territory networking event grants.

d) Contributes to the development and coordination of an AALL mentorship program for members in consultation with PD Lead.

3.3.6. Conference and Events Lead

Conference and Events Lead attends executive meetings and AGMs and provides annual reports on activities. Developing aims that support the AALL mission and goals, having these approved by the executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the executive informed of activities.

Responsibilities:

a) Administers call for proposals to host biennial AALL conference with outcome announced at conclusion of each conference.

b) Oversees the organization, promotion, operation, and review of the conference.

c) Administrates meetings with host conference convener and conference committee.

d) Updates AALL executive on conference committee actions and decisions.

e) Liaises with other AALL committee coordinators as required.

f) Encourages state and regional networking events across Australia.

3.3.7. Web and IT Lead

The Web and IT Lead attends executive meetings and AGMs and provides annual reports on activities. Developing aims that support the AALL mission and goals, having these approved by the executive, establishing and promoting mechanisms whereby other members can join and contribute, and for keeping other members of the executive informed of activities.

Responsibilities:

a) Manages the AALL website and use of other key IT platforms used by AALL.

b) Investigates new technologies to enhance operational efficiency for AALL executive, including engaging with vendors as required.

c) Documents management: ensures historical documents are archived appropriately and accessible to members.

d) Ensures admin information (passwords, contact people etc.) for all AALL's digital accounts are kept up to date.

e) Acts as second signatory to AALL financial transactions.

3.4. AALL Advisory Committee – up to 10 members

The Executive, from time to time, will call upon an Advisory Committee of up to ten members who are appointed by invitation from the incoming AALL executive. The Advisory Committee will not have voting rights or decision-making responsibilities.

The purpose of the AALL Advisory Committee is to:

a) Provide 1:1 mentorship to AALL executive members throughout term as negotiated.

b) Provide feedback on AALL draft strategic reports.

c) Provide diverse perspectives from regional Australia,

d) Endeavour to gain diverse knowledges.

Invited members could include:

a) Immediate past president

b) Former Executive Members

c) Previous Conference Director (Institutional host)

d) Representatives from connected Associations

e) International counterparts

f) Industry experts

g) Voices underrepresented by current Executive such as First Nations, or diverse genders, abilities, or ethnicities to include a diverse range of peoples' perspectives.

4. Executive Member Induction and Development

The AALL Executive will ensure that incoming Members are equipped with the knowledge, skills, and understanding necessary to fulfil their roles and responsibilities. All newly appointed Executive Members will undergo an induction process which includes:

a) An orientation session, within a month of their appointment, with the President, Vice-President, or Secretary that introduces them to the Association's mission, strategic goals, and governance structure.

b) Access to relevant governance documents including the Constitution, Governance Charter, and any other relevant policies.

c) An explanation and completion of the Code of Conduct.

d) New Executive Members will be encouraged to connect with a member of Advisory Committee members for historical and procedural mentorship as required.

The AALL Executive leadership (Office Bearers) will promote, from time to time, opportunities and resources that promote professional development on governance, ethical decision-making, and Executive communications.

5. Executive Evaluation

In AALL's commitment to transparency, accountability, and the pursuit of best practice in governance, the Executive will engage in an annual evaluation.

The purpose of the annual evaluation of Executive members is:

a) Identify areas of strength and areas of opportunity to enhance the overall effectiveness of the Executive.

b) Foster a culture of continuous improvement and accountability among the Executive.

The evaluation process may include:

a) A self-assessment by each Executive, where they reflect on their strengths and needs against the mission and strategic goals of the Association.

b) A self-assessment by each Executive member, where they reflect on the Code of Conduct and specific role responsibilities.

All evaluations will be treated with confidentiality and conducted with the utmost professionalism. Following the evaluation, action plans may be developed to leverage identified opportunities. The Executive is committed to an ongoing cycle of evaluation and improvement. Lessons learned from the annual evaluation process will inform the development of future evaluation criteria and process.