

POSITION DESCRIPTION

POSITION TITLE: Awards Portfolio

TERM: Nominated Position. Confirmed at the first meeting of each year

DATE OF LAST REVISION: 04 April 2024

Outline

The Awards Portfolio member is responsible for

1. **Develop:** awards processes, including criteria and guidance, on an ongoing basis in consultation with all members of the AAEE Executive Committee.
2. **Review**
 - a. Alignment between the awards criteria, awards nomination system and application guidance
 - b. The eligibility of each applicant to ensure that they meet the awards criteria.
 - c. Feedback to applicants and compile for dissemination.
3. **Monitor:**
 - a. Review the number of award applications and adjust deadlines as needed
 - b. The quality of applications, based on feedback from the panel
 - c. The processes associated with the portfolio, noting items for continuous improvement
4. **Coordinate:**
 - a. Panels, including identifying and creating review panels for each award, establishing a chair for each review panel, and having redundancy in the case of conflicts of interest or panel members' availability. Coordinating the recruitment of judges to distribute workload and avoid conflicts of interest.
 - b. Engineers Australia's Awards team (awards@engineersaustralia.org.au) to
 1. Set dates for each year's process
 2. Ensure that the EA-system is aligned with AAEE requirements (inc. awards criteria)
 - c. Engineers Australia Technical Society support staff (learnedsociety@engineersaustralia.org.au) and AAEE Executive [communications portfolio, website manager, newsletter manage] to ensure that Awards are advertised to the AAEE members on a timely basis.
 - d. AAEE Executive to discuss and make recommendations to confer awards
 - e. AAEE President to communicate the outcomes of successful award winners
 - f. AAEE Annual Conference Chair and AAEE Executive to identify potential awardee(s) for the Distinguished Member Award
 - g. With AAEE Annual Conference Chair for the Chair to arrange a presentation for the Awards ceremony, certificates for all awards categories and frames for all named winners.
 - h. With Qualtrics form owner (currently Sarah Dart, QUT) to ensure the system for the early career award is operational
 - i. Liaise with the Communications and Engagement portfolio to ensure an awards roadshow takes place.

5. Communicate:

- a. With prior award winners, to seek permission to publish their successful applications on the AAEE website
- b. With applicants to answer queries relating to award processes
- c. With applicants who do not meet the application criteria. Most typically, this relates to applicants not being members of AAEE at the time of application.
- d. With unsuccessful applicants, including collating and providing feedback
- e. Write advertising notices for AAEE members
- f. With Panel chairs to ensure that deadlines are being met and that there are sufficient scores and feedback to make an informed decision, and to provide feedback to applicants.

6. Other

- a. Become a member of the grant committee.

ACTIVITIES

January

- Coordinate with EA to process cash awards for last year's winners.
- Coordinate with the Communications & Engagement portfolio to have last year's winners announced on the AAEE website

February – March

- Review the awards on offer and prize money with the executive committee. Make adjustments to policy and messaging as required. Update the member-facing documentation as required.
- Liaise with EA on timing, dates, and process for the awards.

April

- Nominations open (typically the first week of April).

July

- Host an information session for potential applicants (mid-July). The grants portfolio member should serve on the committee, together with the past president.

August

- Finalise and confirm the judging panels and chairs by late August.

September

- Nominations close (soft deadline: typically early September, hard deadline: + 2 weeks from hard deadline if required)
- Applications provided to chairs by EA/AAEE (immediately after the hard deadline).
- Awards coordinator reviews applications for eligibility (after hard deadline), communicates any ineligible applicants to the chairs
- Judging takes place (late September).
- Judging moderation by panels (late September to early October)

October

- Panel scores submitted to the awards coordinator (early October)
- AAEE Awards coordinator submits recommendations to AAEE Executive for discussion at next AAEE Executive meeting (early October)
- AAEE Executive endorses the results (at October meeting).
- Winner's names and judging citations provided to EA Awards team (mid-October).
- Embargo awardees informed of successful applications by AAEE President
- Unsuccessful applicants informed of unsuccessful applications by Awards coordinator

November

- AAEE awards coordinator coordinates with EA to prepare certificates for EA-managed awards, and with the AAEE President for the AAEE awards. Emails the certificate to the conference chair (late November). ACED pays for the Teaching in Excellence Award, AAEE pays for all other awards.
- Conference organising committee prints certificates (prior to the conference).
- Undertake a review of the process, financials and other matters relating to the process.

December

- Awards presented at the conference.

DOCUMENTATION

The AAEE file depository includes a folder dedicated to the awards portfolio. It includes historic awards processes and lists of potential panel members.

REVISION HISTORY

V1_2 04042025 Original Version Approved by Executive Committee