

POSITION DESCRIPTION

POSITION TITLE: Past President (Immediate)

TERM: Two-years. Transitions to this role at the commencement of the term of the new AAEE President.

DATE OF LAST REVISION: 13 02 2026

Outline

The Past President is responsible for providing experienced oversight to discussions and decisions. They also provide a reporting line and support to the Awards and Grants portfolios. Furthermore, they oversee and support the AJEE Editor-in-Chief, including running the appointment process.

In the event that the President or Vice-President are not available for Executive events, such as attending the ACED meetings, the Past President would be the next option. They are also the signatory for when the President has a conflict of interest or is unavailable.

If required, the Past President is also a primary contact for any external engagement and international liaison promoting AAEE's visibility internationally through networking and partnerships. Collaborate with the President and Vice-President to identify potential candidates for the YODA Award.

ACTIVITIES

Regular occurrence throughout the year

- Attend the AAEE Executive Committee meetings

February

- Review the term of the AJEE Editor-in-Chief. If their term ends at the end of the year, review documentation. If the term is not to be renewed, prepare to commence an advertising campaign.
- Liaise with the Awards and Grants portfolios. Provide advice on the processes required over the year.
- At the commencement of the new President's term, provide advice and previous documentation regarding their contributions to the Australian Council of Engineering Deans meetings that they need to attend.
- Review any existing external engagement and international liaison activities.

April

- Support the Awards and Grants portfolios to ensure that nominations/applications begin as required.

May

- If a new AJEE Editor-in-Chief needs to be appointed, ensure the advertising campaign begins.

September

- Support the grants and award selection panels as required.
- If a new AJEE Editor-in-Chief needs to be appointed, establish a panel to evaluate the application and put forward recommendations to the committee.

October

- Contribute to the identification of potential candidates for the YODA award.

November

- If a new AJEE Editor-in-Chief needs to be appointed, help support the transition once an appointment has been announced, as well as any reviews of the editorial functions (editorial board and associate editors).

December

- Handover of the Past President role to the incoming IPP, and provide a transitional briefing before leaving the committee.

DOCUMENTATION

The AAEE file depository on Microsoft Teams contains documentation on all portfolios that will be required by the Past President.

REVISION HISTORY

V1_0 13/02/02/26 Original Version Approved by Executive Committee