

POSITION DESCRIPTION

POSITION TITLE: President

TERM: Two-years. Elected by members of the Executive Committee

DATE OF LAST REVISION: 13 02 2026

Outline

The President is part of the ASEE Executive Leadership Team and is responsible for leading the discussion and strategy of the organisation. They are a central connecting point with the Australian Council of Engineering Deans (ACED), Engineers Australia (EA), Engineers New Zealand (ENZ), Associate Dean Teaching and Learning (ADTL) and other similar global associations.

The President oversees and supports the Secretary and Treasurer portfolios.

ACTIVITIES

Regular occurrence throughout the year

- Run the ASEE Executive Committee meetings.
- Ensure meeting action items are being completed
- Work with Vice and Past President to ensure portfolios are meeting milestones
- Work with Treasurer to ensure budget progress
- Work with Secretary to ensure compliance
- For the release of outcomes (e.g. awards, grants) ensure that the President is copied so that they can send a personalised congratulations
- Ensure a President's message is included with each newsletter. This should cover an overview of the strategic direction. The newsletter after an executive meeting should include a high-level summary of that meeting.
- Engage with sister organisations (SEFI, CEEA etc.), including cross promotion of events

January

- Prepare strategy and documentation for February Executive Committee meeting. Ensure all new appointments are accounted for and in communications.
- Ensure the secretary updates MS Teams permissions
- Review and update the strategic plan as required

February

- Work with Treasurer to establish a draft budget for the year
- Make plans to attend the ACED meeting in late February or late March. A report is generally supplied in February
- Forward emails in regards to Consumer Affairs Victoria to EA accounts
- Start the process of seeking travel funding from EA for 1 F2F meeting
- Send out meeting agenda for Committee Meeting 1
- Committee Meeting 1

March

- Attend ACED meeting
- Attend EA Forums Meeting

April

- Send out meeting agenda for Committee Meeting 2
- Committee Meeting 2

June

- Send out meeting agenda for Committee Meeting 3
- Committee Meeting 3
- Prepare report for ADTL meeting

July

- Attend ADTL meeting (online)

August

- Send out meeting agenda for Committee Meeting 4
- Committee Meeting 4

September

- Make plans to attend the ACED meeting in October. A report is generally supplied in September

October

- Attend ACED meeting
- Send out meeting agenda for Committee Meeting 5
- Committee Meeting 5
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November

- Ensure communications and documentation are sent out for the AGM
- Prepare report for ADTL meeting

December

- In newsletter, recognise and thank contributions from the executive
- Check speaking responsibilities at the conference
- Run the AAEE AGM at the annual conference
- Send out meeting agenda for Committee Meeting 6
- Committee Meeting 6
- Attend ADTL meeting on day 4 of the conference

DOCUMENTATION

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

REVISION HISTORY

V1_0 13/02/2026 Original Version Approved by Executive Committee