



POSITION DESCRIPTION

POSITION TITLE: Vice President

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

DATE OF LAST REVISION: 13/02/2026

Outline

The Vice President is part of the AAEE Executive Leadership Team and is responsible for providing advice and support with respect to discussions and decisions of the President, thereby supporting the advancement of the goals of AAEE. The Vice President oversees and supports the Conference and Education portfolios. In the event that the President is not available for Executive events, such as attending the ACED meetings, the Vice President should serve as the immediate first proxy.

Commented [EC1]: Refer constitution - best to repeat what we already have

ACTIVITIES

Regular occurrence throughout the year

- Attend the AAEE Executive Committee meetings.
- Support the President with advice relating to decisions.
- Serve as a proxy for the President, as required.
- Work with the conference and education portfolios to ensure they fulfil their responsibilities and outcomes for the year.
- Act as an alternative point of contact for members.

February

- Work with the President to identify strategy and plans for the year, and support updates to the strategic plan as necessary

April

- Ensure plans for Research School are well advanced, and that the conference portfolio is active in the conference committee.

November

- Support the preparation of decisions relating to the conferral of hosts for the Research School and Conference.
- If moving to the President's role in the next year, ensure that discussions commence regarding the transfer of responsibilities.
- Remind the current President to bring the AAEE President's bat to the AGM for the transfer

December

- Attend the AAEE AGM at the annual conference

DOCUMENTATION

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

REVISION HISTORY

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