

Role of Networks

Networks allow IEAA members to exchange ideas, share knowledge and learn from colleagues working in the same area of international education. They also provide a valuable opportunity to network with like-minded colleagues.

Networks are governed by an elected leadership group and receive a limited budget for their activities. They are accountable to their members, the President and the IEAA Board. The Board maintains overall responsibility for policy issues and decision making for the organisation.

Creation of new Networks

There are currently eight Networks:

- Admissions and Compliance
- Internationalisation of the Curriculum
- Learning Abroad
- Marketing and Recruitment
- Pathways
- Scholarships and Fellowships
- Student Life
- Transnational Education

Members who wish to establish a new Network need to submit a formal proposal to the IEAA Board. This should outline the purpose and mission of the new Network, proposed services to members and an action plan for the forthcoming year. The proposal needs to be supported by at least 20 IEAA members by way of a signed petition. The IEAA Board reserves the right to dissolve a group at any time.

Governance

Governance of each Network is limited to current IEAA members. Multi-sectoral representation is strongly encouraged as part of the set-up and operation of each group.

Elections are organised under the same framework as IEAA Board elections. The Leadership Group for each Network should comprise one convener and two deputy conveners.

Conveners are appointed for a two-year term. Elections are held via online ballot and results are announced on the Friday of the Australian International Education Conference (AIEC) (held in October each year).

Network conveners are free to appoint additional persons (non-elected) to share the workload as required. Network helpers who are non-IEAA members are unable to receive funding from the association (e.g. reimbursement for travel expenses).

Networks will be asked to nominate representatives to attend the annual IEAA Board Planning meeting, usually held in February.

Composition

Membership to each Network is open to all IEAA members as well as non-IEAA members.

Membership benefits (e.g. reduced event fees, access to online resources) should only be extended to IEAA members. This is to ensure the Association's resources are appropriately allocated to the membership base.

Budget

Each Network is allocated \$2,500 per financial year (1 July to 30 June). Networks are encouraged to use the funding provided within each financial year. Unspent funds will not be carried over.

Funding provided by the Association should only be used for services provided to IEAA members.

Projects that require additional funding (e.g. inviting presenters for specific events) must be approved by the Secretariat. Funding will be allocated on provision of a sound business plan and available resources.

A maximum of 75 per cent may be spent on costs related to meetings (including attendance at the strategic planning meeting).

All financial transactions will be administered by the IEAA Secretariat on presentation of invoices and receipts by Network Convener. Networks are required to report annually in August to the IEAA Board on their activities and budget expenditure. These reports are included in the Associations Annual Report which is presented to members at the AGM in October.

AIEC Presenters

If Networks wish to propose specific presenters for the conference, they must submit a request to the IEAA Secretariat by February of the year of the conference. This will be forwarded to the AIEC Program Committee who will determine whether IEAA will provide funding from the conference budget.

Integration in IEAA activities

Networks are expected to actively contribute to the Association by:

- a) Active involvement in IEAA's Professional Development program
 - National program: Each Network organises and delivers a yearly forum. Networks can also coordinate additional webinars and workshops as and when required throughout the year subject to a proposal being accepted by the Secretariat and PD Committee
 - AIEC: contribute to the conference program (including reviewing call for proposals sessions), as invited by the conference program committee, lead the annual IEAA Network Conversations session/meeting and host a pre-conference workshop (optional).
- b) Contributing to member communications through articles, blogs, LinkedIn posts and IEAA's annual magazine, VISTA.

Network leaders will receive a draft annual schedule for the forthcoming year in December. This will allow each leadership group to plan their activities accordingly.

Networks are expected to report on their activities to the IEAA Board on a bi-annual basis and report to the general membership via the Annual Report.

Meetings

There are two types of Network meetings:

- Meetings organised by the Networks themselves
- Meetings scheduled by the IEAA Secretariat as part of the annual cycle of IEAA meetings (e.g. annual or bi-annual plenary meetings with the IEAA Board).

Each Network must hold an open meeting during AIEC. From 2017, these meetings will be known as 'conversations' and will take place as sessions in the conference proper.

The objectives of the open meetings are to:

- Increase visibility of the Network
- Provide participants with updates on activities, objectives and achievements
- Recruit new members and volunteer helpers.
- Discuss hot topics affecting members working in the interest area of the Network.

Communication with members

Networks can make use of the web-based communication tools provided by the IEAA Secretariat (eg. emails and announcements). Networks should involve members and give them a feeling of belonging to a broad-based, active and supportive association.

Network webpages on the IEAA website should be monitored by each group. Updates and requested changes should be sent to the IEAA Secretariat.

Each webpage should include:

- a succinct statement of objectives and governance arrangements (e.g. office holders, purpose, etc.)
- debate on issues of interest*
- online forums and networking between members*
- core resources (data, reports, research, memberships lists, regulatory requirements)

* Via *LinkedIn*.

Important Dates

Dates will vary for each Network depending on their activities.

The following dates should be noted in Network year plans. IEAA Secretariat will confirm exact dates with the Network Leadership in advance of any deadline:

| Month | Event | Action | Deadline |
|----------|----------------------------|---|-------------------------------|
| February | IEAA PD Program Launch | Promote Network Forums in Social Media (LinkedIn etc.) | Mid-January |
| | IEAA Board meeting | Report on Network activities | End of January |
| March | AIEC Call for Proposals | Recommendations for sessions and review of CFPs | Throughout March / April |
| April | AIEC | Send final pre-conference workshop proposals to PD Committee | Early April |
| May | Launch AIEC Program | Networks to send completed Conversation session outlines / themes | mid-May |
| June | End of financial year | Submit any outstanding expenses to IEAA Secretariat | Late June |
| August | Board meeting | Report on Network activities | Late July |
| | IEAA Annual Report | Send annual report summary text (400 words) | mid- August |
| October | AIEC | Annual Network Meeting / Conversation session and AGM | prepare throughout year |
| November | Board meeting | Report on Network activities | End of October |
| December | Confirmation of PD Program | Send outline and descriptions of proposed symposia | mid November / early December |