

THE ROLES AND RESPONSIBILITIES OF ANZAM INSTITUTIONAL MEMBER REPRESENTATIVES

1 Introduction

The purpose of this document is to provide some basic information about ANZAM institutional membership and institutional member meetings. The document also seeks to clarify the role of institutional member representatives in relation to member meetings and in relation to current and potential professional members at their own institutions.

2 Institutional Members

2.1 An institutional member is a member of the Academy under the provisions of Part Two of the ANZAM Constitution.

2.2 An institutional member is to nominate two representatives from the institution: one as the Institutional Head and the other as the Institutional Representative. Institutional Heads will receive membership invoices, journals and correspondence from ANZAM. Institutional Representatives will receive relevant correspondence from ANZAM and attend ANZAM Institutional Members Meetings. Institutional Heads are the main contact person and will act as a conduit for the flow of information between ANZAM and the member institution.

2.3 Usually, an Institutional Representative will represent their institution at ANZAM institutional member meetings. Institutional Heads are, however, welcome to send more than one or a different representative to these meetings, if the Institutional Representative is unable to attend or the theme of the meeting may suit a different attendee.

2.4 An Institutional Head/Representative has the same rights and privileges as a professional member with the exception that an institutional member representative shall not be entitled to be elected as an officer of the Academy unless such an individual is also a member on an individual basis.

2.5 Each Institutional Head/Representative may vote on behalf of his/her institution at general meetings of ANZAM. However, he/she may not vote in any other membership capacity.

3 Institutional Member Meetings

3.1 Institutional member meetings are held three times a year. Typically these meetings are held in March, June, and December, at least one in Sydney and the third in conjunction with the annual ANZAM conference.

3.2 Typically an institutional member meeting will have two sessions. The morning session will focus on a topic of current or potential interest to members. It will often involve a presentation from external and/or member speakers followed by a panel and/or general discussion. The afternoon session will adopt a business meeting format. Usually the agenda will include items covering the minutes of previous meetings, it will report on actions agreed to at previous meetings, it will receive reports from ANZAM standing committees, and it will provide an update on conference and symposia activities.

4 The Role of the ANZAM Institutional Head/Representative in Relation to the Institutional Member Meeting

The institutional member meeting provides an opportunity for an Institutional Head/Representative to:

- 4.1 raise issues of concern, to identify emerging trends and to highlight matters of significance to both the management profession and to business and management tertiary education and research community.
- 4.2 input, discuss and disseminate information on the structure, content and quality of management academic programs in Australia, New Zealand and elsewhere.
- 4.3 input, discuss and disseminate information on mechanisms for funding management research in Australia and New Zealand.
- 4.4 input, discuss and disseminate information relating to the recruitment, training, and development of academics in management and related fields.
- 4.5 promote community and cooperation among academic, private and public entities mutually concerned with the discipline of management.
- 4.6 promote interdisciplinary, cross institutional, and international cooperation in management teaching, research and other relevant activities.
- 4.7 consider whether member institutions and/or ANZAM might act in a lobbying capacity over areas of interest and/or concern, and to consider the means through which such activity might best proceed.

5 The Role of the Institutional Head/Representative in Relation to the Member Institution and its Academic Staff

It is expected that a member representative will:

- 5.1 increase the awareness of ANZAM and promote the benefits and the services that it provides to current and potential personal members at their own institutions.
- 5.2 encourage wider consideration and future input on issues by reporting back and disseminating information following an institutional meeting.
- 5.3 assist in meeting management academics' professional information needs by reporting back and disseminating information following an institutional meeting.
- 5.4 Raise any matter that pertains to the future growth and operation of ANZAM and/or which might enhance the services that it provides to members and potential members. Such input may be provided at institutional and/or annual general meetings, or directly to the ANZAM president and/or members of the executive committee.