



## Associate Member Representative – ANZAM Board

The Australian and New Zealand Academy of Management (ANZAM) was founded in 1985 to advance management education, research, and practice in Australia, New Zealand, and beyond. ANZAM is the primary professional body for management educators, researchers and practitioners in Australia and New Zealand, with approximately 500 individual members, and Institutional members representing most Australian and New Zealand universities.

ANZAM offers Professional, Associate (student), and Retired Membership to individuals who are management students, educators, researchers or practitioners, and Institutional membership to tertiary providers of management education and research.

ANZAM's activities provide opportunities for members to share their research and teaching insights, network, collaborate and learn from stakeholders and alliance partners around the globe.

We welcome the involvement of everyone interested in advancing the education, scholarship, research, and practice of management.

The ANZAM board seeks to appoint an Associate member to join the board as the **ANZAM Associate Representative**, to canvass and represent the views of ANZAM Associate members on matters relating to ANZAM business. The following outlines the key requirement and duties associated with this newly created and voluntary role. Associate members can be under- or post-graduate management students – including those undertaking a higher degree by research (HDR) program (Master or Doctoral level) in business schools or in other schools where management teaching, learning and research programs are delivered.

The term of appointment will be a minimum of one year, which may be extended dependent on the representative's ability to fulfill the role. Final term (and/or extensions) will be determined by the ANZAM Engagement committee.

ANZAM will fund registration for the Associate representative to attend the annual ANZAM Doctoral Workshop and ANZAM Conference, allowing them to support the current HDR representative. A budget will be negotiated with the Associate representative to support covering other costs associated with travel/accommodation.

## Key requirements

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- Demonstrable understanding or experience of the role and responsibilities, duties and liabilities of board membership (essential).
- Understanding of ANZAM's constitution, purpose, mission and values (essential) and the nonprofit context (desirable).
- Experience supporting and or representing the views of students in other academic settings or similar (desirable) and ability to articulate how this could occur in the ANZAM context (essential).

## Key duties

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- Attend ANZAM Board meetings (4-5 per year, with a minimum of 2 in person).
- Compose and present an Associate member report for each board meeting and the AGM (held in conjunction with the ANZAM Conference).
- Identify and communicate the views, interests and concerns of the Associate membership at ANZAM board meetings.
- Compose updates for the ANZAM newsletter, members and the ANZAM website and promote Associate and other ANZAM activities via social media (LinkedIn and or Twitter) and other means.
- Communicate the views and directions of the ANZAM board back to the Associate membership.
- Develop strategies and take actions to support ANZAM members (including the board) to promote ANZAM to students at their institutions.
- Ensure all Associate members feel welcome and an integral part of ANZAM and related activities.
- Develop strategies and actions to develop the ANZAM membership lifecycle and retain Associate members beyond completion of their degrees.
- Provide support to the current HDR student representative, enhancing their work and the reputation and aims of ANZAM.
- Develop and promote Associate member activities (professional development sessions, the Doctoral Workshop and any other Associate member activities) and promote Associate member participation at the ANZAM conference.
- Work with ANZAM's academy manager on initiatives supporting ANZAM Associate members.

## Appointment process

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The ANZAM Board calls for expressions of interest for the Associate representative role. Applicants must be current financial ANZAM Associate members and remain financial members for the duration of their term.

Interested applicants are invited to submit the following documents:

- A two-page CV.
- A document detailing your interest and vision for the role in line with the selection criteria (max. 800 words).

The closing date for applications is **Thursday 1<sup>st</sup> June 2023**. Please forward applications to the ANZAM academy manager, Emma Nixon [anzam@anzam.org](mailto:anzam@anzam.org)

Applicants will be advised of the outcome of the appointment process in June-July 2023.

If you have any queries related to the role, please contact ANZAM President, Professor Kevin Lowe at: [kevin.b.lowe@sydney.edu.au](mailto:kevin.b.lowe@sydney.edu.au)



**Australian and New Zealand Academy of Management**

Contact the Academy Manager

**Emma Nixon** | [anzam@anzam.org](mailto:anzam@anzam.org) | [www.anzam.org](http://www.anzam.org) | 0498 354 433

**ANZAM Doctoral Workshop** | 4 December 2023 | Held at and hosted by Victoria University of Wellington, New Zealand

**ANZAM Conference** | 5, 6 & 7 December 2023 | Held at the Museum of New Zealand Te Papa Tongarewa and hosted by Victoria University of Wellington, New Zealand