

SPECIAL RESOLUTION

Proposed Revision of IEAA Constitution

TO	IEAA Members
DATE	27 th September 2023 (for consideration at the 2023 AGM on 12 th October 2023)
PURPOSE	At the Association's Annual General Meeting, being held in Adelaide on Thursday 12 th October 2023, the IEAA Board will seek approval from the IEAA Membership to update the constitution. The following outlines the minor change to the constitution and reasoning behind this change.
ATTACHMENT	Proposed IEAA Constitution Change

Background

Since its inception in 2004, IEAA has continually reviewed its constitution to ensure that it reflects best practice and the members it represents.

Proposed Change

The addition of a standing committee to be reflected in Schedule 4 Standing Committees and Working Groups, so the Association shall have six Standing Committees:

- (a) Executive Committee
- (b) Professional Development Committee
- (c) Research Committee
- (d) Awards Committee
- (e) Media and Communications Committee
- [\(e\) Risk, Remuneration and Finance Committee](#)

Purpose of Change

The Risk, Remuneration and Finance Committee will review and provide recommendations to the Board for matters related to risk, employee contractual and salary arrangements, membership and matters that may have material impact upon the finances of the Association.

The Committee will regularly review the IEAA Risk Register and Matrix to ensure that all risks are identified, and adequate controls are implemented to mitigate against these risks. Reports against this Register and Matrix will be provided at regular intervals to the Board.

The Risk, Remuneration and Finance Committee will:

- Regularly review the IEAA Risk Register and Matrix for risks, controls and mitigation, and provide recommendations to Board for acceptance of risks or areas of risk that are not adequately mitigated;
- Receive and review all audit reports and progress reports as required to close out audit recommendations;
- Receive notification of OH& S incidents and reports in line with host organisation protocols, and for IEAA events, with a standard review included in the committee report to Board as required;
- Regularly review Association policy and procedures to ensure currency and governance of the Association is complies with relevant legislation, obligations and national or international standards;
- Develop a Membership Framework that includes processes and criteria for Membership, review applications for Membership of the Association as required, to ensure that all

members remain aligned and committed to the values of IEAA as an organisation. Where necessary review actions of members for ongoing or future membership that may be considered to be contrary to the purpose of IEAA;

- Review and update processes for renewal or appointment of Chief Executive Officer that would consider remuneration and performance criteria, selection processes and panel members, and employment arrangements to comply with industrial relations and employment laws and host organisation EB terms. Executive Committee will be responsible for implementation of this process and final selection of panel members.
- Membership:
 - Chair: Treasurer (ex-officio)
 - 2 x Ordinary Board Member
 - Committee Support: Secretariat
 - The Committee may co-opt external members where required

Request for Approval

IEAA President, Prof Simon Ridings, on behalf of the IEAA Board, submits to members, the above change to the constitution. The change will be discussed at the IEAA AGM on Thursday 12th October 2023 at 12.30pm, in Hall J at the Australian International Education Conference at Adelaide Conference Centre, Adelaide.