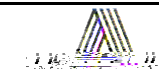




Executive Management Team
Fortnightly, via zoom



Month	Action/Decision Log
JAN	Coordination of February Executive Committee meeting
JAN	Exit of Canberra office finalised
JAN	Approval/commencement of conference management agreement with Conference National
JAN	ACEL meeting; MOU development
JAN	ASIC Reporting – notification of changes to Directors of a registered body
JAN / FEB	Desktop governance audit completed
JAN / FEB	Governance workshop developed
JAN / FEB	Oversight of recruitment and appointment of Conference Chair
FEB	2022 Conferences Standing Committee formed, first meeting 18 th Feb
FEB / MAR	2022 Conference Budget development (continuing)
MAR	Dissemination of EOIs Research & Research Advocacy Standing Committee Communications Coordinator (Executive Committee) Book Editor
MAR	Appointment of Awards Coordinator (Executive Committee)
MAR	Australian Educational Research Leaders' Summit development of budget and event plan invitee list invitation disseminated development of program (continuing)
MAR	Conference speaker invitation letters distributed
MAR	Approval of conference branding
MAR	Review and approval of SIG funding guidelines and information for 2022-2023 grant period
MAR	Drafting of Financial Delegations Policy for Executive Committee approval
MAR	Cancellation of workers compensation insurance
MAR	Development of Theory Workshop program for 2022 (continuing)
MAR	Revision of Executive Committee Roles & Responsibilities (continuing)
MAR	Development of 2022 Membership Renewal Campaign and 2022-2023 Pricing Strategy (continuing)
ONGOING	Approval of expenses in accordance with budget; administration of fortnightly payments