

## **ASPA Southeast (SE) Asia Committee Terms of Reference (TOR)**

### **1. Relationship to other committees**

The ASPA SE Asia committee will collaborate and share with other committees in the society to highlight key information, upcoming events and achievements. It will be the responsibility of other ASPA committees to bring relevant information which they would like to be promoted to the SE Asia committee as soon as relevant.

### **2. General purpose**

The purpose of the SE Asia committee is to:

- Promote the influence and engagement of ASPA in countries and regions of SE Asia.
- Facilitate the diversity of research culture within ASPA and provide opportunities for researchers, practitioners, and policymakers from SE Asia to share expertise and experiences at ASPA.

### **3. Composition and form of recruitment**

The SE Asia committee will be chaired by a member of the Executive Committee (EC). This chair will be supported by between three and five volunteers. The SE Asia Committee shall consist of:

- A Chair
- A Deputy Chair, who may or may not be EC member
- Between two and four committee members, who may or may not be EC members
- All SE Asia Committee members must be ASPA members.

Terms shall be for an initial period of 2 years, with a preference for members to step down after this period. If no new nominees are received, previous members can nominate to extend their position by another term. It is important that renewal of Committees is staggered to prevent a loss of all members at the same time.

A call for nominations to the positions of Chair, Deputy Chair and committee members will be made every 2 years, or when a vacancy becomes available. This will be done via a call for Expressions of Interest distributed to members via email. Expressions of Interest should include a brief (one paragraph) biography. Positions will be appointed through negotiation with the EC, or in cases where there are more nominees than positions, a confidential ballot will finalise appointments.

The following processes will be adhered to:

- If additional members are required, a call for new members for individual SE Asia committee roles will be issued.
- When actively recruiting new members for the SE Asia committee, representation across Asia-Pacific will be encouraged.
- New Committee members will be asked to declare any conflicts of interest and manage accordingly.
- A maximum of two persons per institute/organisation/agency will be allowed to become members of the SE Asia committee.
- For active recruitment, the chair and Deputy Chair will select the most appropriate appointment based upon experience and geographical representation.
- If individual(s) express interest in joining the SE Asia committee (at a time when there is no active recruitment), the Chair and Deputy Chair will review their application/request and be appointed, rejected, or sent to a vote as per the discretion of the committee chair.

Contributions of SE Asia Committee members who have served terms for a minimum of one year should be recognised at the end of their term by an email from the ASPA President acknowledging their contribution.

#### **4. Mode of operation, communication and decision-making process**

- The SE Asia Committee will meet as needed and at least two times per year. Committee meetings will be chaired by the Committee Chair and will be hosted via an accessible videoconferencing platform.
- Committee members will be required to nominate agenda items in advance of scheduled meetings.

- An agenda will be sent to committee members in the week before the meeting and meeting minutes will be taken by a member on a rotating roster basis.
- During the Committee meeting, the Chair of the Committee will provide an update from the most recent EC meeting.
- New ideas for communications, or major changes within membership-related issues will be presented to the EC by the Committee Chair. Following discussion with the EC, a decision will be made with the committee members and chairs.
- The Chair of the SE Asia Committee (or their delegate) will provide the ASPA EC with a written membership update prior to the distribution of meeting papers for each Executive Committee meeting, and/or a verbal update at each Executive Committee meeting.

## **5. Duties of the chair and committees**

Importantly, all committee members are expected to actively participate. They are expected to attend committee meetings, to take meeting minutes by rotation and to contribute to the tasks of the committee.

### **a. Chair**

- Represent membership on the EC
- Coordinate and monitor membership, including the committee members and their activities

### **b. SE Asia Committee members**

The SE Asia Committee Chair, Deputy Chair and members will be responsible for all related activity within ASPA. This includes (but is not limited to) disseminating information relevant to ASPA members via:

- Social media (Twitter, Instagram, LinkedIn, YouTube, Weibo, WeChat)
- ASPA website

## **6. Short term goals (2020)**

To increase the influence of ASPA in the region of SE Asia, by:

- Working with Communications Committee to ensure regular posts on the website and social media about the activities of ASPA

To enlarge the ASPA member numbers from SE Asia, by:



- Working with Membership Committee to ensure a certain large number of SE Asia members.

#### **7. Long-term goals (2021- beyond)**

To promote the participation and involvement of SE Asia members in the ASPA activities, by:

- Working with Membership Committee, ECP Committee and SIG Committee to ensure that a certain ratio of SE Asia members participate.

To promote the research collaborations among SE Asia members; and between SE Asia members and members from across the Asia-Pacific region, by:

- Coordinating a symposium at the annual conference to demonstrate successful research collaboration outcomes.

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