



PhD Student Representative – CAUTHE Executive Committee

CAUTHE is the uniting scholarly association for Australian and New Zealand tourism, hospitality and events (TH&E), providing leadership, engagement and support for academics while welcoming links with colleagues from around the world. CAUTHE is comprised of Chapters covering the various higher education providers of bachelor degree level and above in Australia and New Zealand which are involved in the teaching, research and or administration of tourism, hospitality and/or events education. In addition to Chapter membership, CAUTHE offers Affiliate membership for those organisations interested in hospitality, tourism and events education. Individuals are eligible for Associate or Student membership. CAUTHE holds its annual Conference in February, which rotates between Australian and New Zealand institutions.

CAUTHE is managed by an Executive committee comprising elected office-bearers and co-opted members from a number of institutions in Australia and New Zealand. Monthly meetings are held by teleconference with the committee reporting to the Board of Directors at the Annual General Meeting (held to coincide with the Annual Conference).

The Executive seeks to appoint a PhD student representative to join the committee as a co-opted member to canvass and represent the views of CAUTHE student members on matters relating to CAUTHE business. The following outlines the key duties associated with this voluntary role.

Key duties

- Attend the monthly Executive teleconference
- Compose the biannual student report for CAUTHE AGM and Mid-Year Meeting
- Compose the biannual student update for newsletter
- Establish and maintain a student webpage (on CAUTHE website)
- Actively communicate the views and concerns of the student population at Executive meetings
- Communicate the views and directions of the Executive back to the student membership
- Actively encourage and ensure the CAUTHE membership (including the Executive) are promoting CAUTHE to up and coming students at their institutions
- Ensure that all students feel welcome and an integral part of the CAUTHE membership and related activities
- Develop and promote the PhD student workshop in conjunction with the annual conference
- Develop and promote the Mid-Year PhD Conference
- Develop and promote the PhD biannual webinar series

The term of appointment will be one-year, which may be extended.

CAUTHE will fund registration for the student representative to attend the CAUTHE Conference at the end of their one-year term on the committee.

Appointment Process

The CAUTHE Executive calls for expressions of interest for the co-opted PhD student representative role. Applicants must be current CAUTHE Student Members.

Interested applicants are invited to submit the following documents:

- A two-page CV;
- A 500-word outline detailing your interest and vision for the role; and
- A letter from your supervisor to support the application and provide evidence that you can accommodate the role in light of your PhD workload.

The closing date for applications is **31 January 2018**. Please forward applications to the CAUTHE Secretariat, Penny Jose penny.jose@vu.edu.au

Applicants will be advised of the outcome of the appointment process in March 2018.

If you have any queries related to the role, please contact CAUTHE Chair, Dr Judith Mair at: j.mair@business.uq.edu.au