



## CAUTHE Executive Committee: 2020 PhD Student Representative

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 videoconference 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

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- Attend the monthly Executive Committee (Zoom) meetings
- Assist in the development and promotion of and reporting for the Mid-Year HDR and Annual PhD Scholar workshops and events
- Assist with the promotion of CAUTHE and CAUTHE events on social media
- 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 students at their institutions
- Ensure that all students feel welcome and an integral part of the CAUTHE membership and related activities

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

CAUTHE will pay for conference registration, flights and accommodation for the student representative to attend the CAUTHE Conference at the end of their one-year term on the committee and there may also be funds available on a needs basis to assist with attendance at other CAUTHE events where the PhD student representative is required.

## Key selection criteria

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1. A current PhD Scholar and CAUTHE Student member based at a Chapter member institution
2. Evidence of networks and capacity to represent Australian and New Zealand PhD students
3. Evidence of strong support from the supervisor
4. Well-articulated vision and plans for the role
5. Experience in report writing, survey analysis and communications
6. Availability to attend monthly Executive teleconferences, the Mid-Year HDR conference, Annual Conference and PhD/ECR workshop and actively contribute during the term
7. Extent of the candidate's previous participation in CAUTHE events (e.g., PhD workshop, Annual conference)

## Appointment process

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The CAUTHE Executive calls for expressions of interest for the co-opted PhD student representative role. Applicants must be current CAUTHE Student Members and based at a Chapter Member institution.

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 ideas for how you will communicate with the membership; 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 **Monday 13 April 2020**. Please forward applications to the CAUTHE Secretariat, Penny Jose [cauthe.secretariat@gmail.com](mailto:cauthe.secretariat@gmail.com)

Applicants will be advised of the outcome of the appointment process by end-April 2020.

If you have any queries related to the role, please contact Committee member, Isabella Ye <[g.ye@business.uq.edu.au](mailto:g.ye@business.uq.edu.au)> or CAUTHE Chair <[K.Holmes@cbs.curtin.edu.au](mailto:K.Holmes@cbs.curtin.edu.au)>.