



CAUTHE Chapter Directors roles and responsibilities

What are Chapters? CAUTHE's Chapters are the institutions in Australia and New Zealand which are involved in the teaching, research and or administration of tourism, hospitality and/or events at bachelor level and above. Each Chapter has one Director and an Alternative Director.

What is the Board Directors? All CAUTHE Chapter directors are part of the Board of Directors.

What is the purpose of the Chapters? The Chapters provide the organisational framework for CAUTHE members wherein each individual (associate) or student member of CAUTHE belongs to a Chapter, namely the Australian or New Zealand institution at which they are predominantly employed or hold an honorary appointment.

How are Directors appointed? Each Chapter is required to nominate (effectively appoint) one Director and an Alternative Director.

Who are the Directors? Chapter Directors may be, but do not have to be, the Head of department, school, or faculty as nominated by their Chapter. Whilst the CAUTHE constitution does not specify an appointment process, it is assumed that the Chapter director will be the most senior (or most active) TH&E academic from that particular institution/Chapter.

It is the responsibility of the Chapter Director to notify CAUTHE of any change to the Director or Alternative as soon as possible in writing.

What are the responsibilities of the Board of Directors? The Board of Directors delegates the power to control and manage the affairs of CAUTHE to the Executive committee. The Board of Directors nominates and elects the office-bearers for CAUTHE, which form the Executive committee.

This structure puts considerable onus on the Chapter Director to be actively involved in the life of their Chapter and CAUTHE members in their Chapter.

What is the CAUTHE Executive? The Executive controls and manages the affairs of CAUTHE on behalf of the Board of Directors. The constitution provides for five formal, voting positions on the Executive.

1. the Chairperson;
2. the first Vice-Chairperson;
3. the second Vice-Chairperson;
4. the Treasurer; and
5. the Secretary.

Other non-voting positions may be co-opted onto the Executive at the Executive's discretion.

How do Directors nominate candidates for the Executive? Directors are asked to nominate candidates in writing up to one week prior to the Annual General meeting. All positions are declared open in early December in the year prior and a notice sent to Chapter directors and members.

Which meeting? Immediately after the AGM, the Board of Directors (Chapter Director OR Alternative) convenes a meeting to appoint the Executive for the following year.

What else do the Directors do? The Chapter Directors are required to be involved in the activities listed below including joining with the Executive teleconferences twice/year in May and November, or appoint another member (the Alternative Director) as proxy if unable to attend meetings of CAUTHE.

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