

2022–2024 Expert Community Steering group member profile

Are you looking to share your expertise and use your position within the field to support your community of peers? The EAIE is seeking enthusiastic individuals to join an Expert Community Steering group, share their knowledge within a particular field of international education and enrich the professional lives of EAIE members. They provide support and create networking opportunities and resources for professionals working in the sector. Available positions within each community include a Chair and two to four (2–4) Steering group members.



Roles and responsibilities

Expert Community Steering group members represent EAIE member interests in their specialised area, are ambassadors of the EAIE values and work to create a sense of community among members.

Content creation and curation

Expert Community Steering groups provide state-of-the-art content and quality assurance for all of the EAIE's activities including:

- Workshops and sessions during the EAIE Annual Conference, in-person and virtual.
- Professional training courses and webinars on related subjects.
- Articles for EAIE publications in related areas of expertise.
- Forums for discussion and knowledge exchange via events and online platforms.
- Up-to-date, hands-on resources including best practice documents, templates and tools for members to use in their everyday work.

Tasks of the Steering group Chair

Serving as an Expert Community Chair offers an opportunity to develop a strong connection to the Association. The Chair's responsibilities include:

- Guide the direction of the Expert Community in conjunction with the EAIE's vision, mission and values.
- Organise and facilitate all Steering group meetings. At their first meeting, the group should appoint a Vice-Chair. This person will support the Chair and take the lead in their absence.

Tasks of a Steering group member

Serving as an Expert Community Steering group member offers an opportunity to share your expertise in your particular field and to represent the Association when taking part in projects related to this area.

- Represent the EAIE when participating in projects related to your area of expertise.
- Attending and actively participating in all scheduled Expert Community Steering group meetings (three to four times per year).
- Inspiring members of the EAIE community to become actively involved and creating a feeling of community within the Association.

Skills you will contribute to the Association

Connections and resources to your field

You have a solid track record of using your knowledge, talent and skills in a specialised area to contribute to the success of programmes, events or projects.

Communication and training skills

You are a good listener and have your finger on the pulse when it comes to the needs of the EAIE community. You are committed to raising up potential future Expert Community Steering group members.

Creative thinker

As an expert in your field, you can use your experience to suggest improvements and new ways of working to support EAIE members in their daily jobs.

Understanding of teamwork

You have well-developed interpersonal and intercultural communication skills and you can easily collaborate with team members as you work together towards the goals and objectives of the EAIE.

Commitment

Joining an Expert Community will be a rewarding experience and it requires the ability and willingness to support the EAIE's activities and programmes by sharing time and expertise.

Election criteria

- A proven track record in the specialised area of an Expert Community.
- Well-developed interpersonal and intercultural communication skills and a commitment to effective teamwork.
- Demonstrated commitment to the EAIE and its values, mission and goals, in addition to dedicating the time to serve.

Other desired attributes include:

- Open-minded
- Global perspective
- Pro-active

Eligibility criteria

The following criteria apply to all nominations for Expert Community Steering groups:

- Nominees must be members of the Association and must be connected to the particular topic of the Expert Community on a daily basis.
- Any member may be nominated for any Expert Community Steering group position. There are 3–5 available positions per Expert Community (Chair and 2–4 Steering group members).
- Members may nominate themselves or be nominated by another member.
- The nomination must be supported by two other members in writing.
- If a nominee having an appointed position within the Association is elected, he/she must step down from his/her appointed position.
- Any persons wishing to hold a job-share position in an Expert Community Steering group (except the Chair), may be nominated for election as job-share candidates, and must appear on the ballot material together.
- Any member of the Steering Group (including the Chair) should only have served a total of four years thus far; the maximum years served is six (cumulative) years regardless of position.
- A nominee must hand in an election statement to be published during the elections.
- A nominee may stand for a maximum of two positions, as long as he/she fulfils the profile criteria for both positions and indicates his/her preferred position in his/her election statement.

Expert Communities

Admission and Recognition

1 Chair, 3 Steering group members

Alumni Relations

1 Chair, 2 Steering group members

Business Education

1 Chair, 3 Steering group members

Cooperation for Development

1 Chair, 3 Steering group members

Employability

1 Chair, 3 Steering group members

European Collaborative Programmes

1 Chair, 3 Steering group members

Guidance and Counselling

1 Chair, 3 Steering group members

Health and Welfare Education

1 Chair, 2 Steering group members

Inclusion and Diversity

1 Chair, 2 Steering group members

Internationalisation at home

1 Chair, 4 Steering group members

Language and Culture

1 Chair, 3 Steering group members

Marketing and Recruitment

1 Chair, 4 Steering group members

Mobility Advising

1 Chair, 4 Steering group members

Strategy and Management

1 Chair, 4 Steering group members

Summer Schools

1 Chair, 2 Steering group members