

In brief: Thematic Group Convener Responsibilities

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This flyer provides a brief introduction to the responsibilities of being a thematic group convener. For full information, the [TG Convener's Manual](#) should be consulted.

If there are multiple Conveners of a TG, it is vital that an agreement is established on the roles and responsibilities of each Convener. It is best that this is done in writing early in the Convenership to avoid future problems and conflicts. Should the Convenership change during the three-year term, these roles and responsibilities should be revisited and renegotiated.

The convenership term is for two years, once renewable (if there are no other members able to take on the role at the end of the first 2-year term). There can be a maximum of three conveners per group, plus student representatives. If you feel you need more than three main conveners, please contact the TG Portfolio Leader.

At the minimum, TG Convener/s must:

- 1) Contact their TG *at least* twice a year via email; and
- 2) Organise the review of submissions to, and schedules for, the annual TASA conference (which occurs in approx. July each year).

1) TG Convener/s must contact their TG membership at least twice per year. It is recommended that this occur:

- At the beginning of each year; and
- In the leadup to the annual TASA conference (for example, to invite submissions to your TG stream).

TG Convener/s can facilitate group communications by:

- keeping members informed of activities, events, conferences, workshops, publications and calls for papers;
- using the blog, forum, survey and events website features;
- organising group meetings or dinners at the TASA conference;
- proposing and organising a plenary panel or workshop at the annual TASA conference;
- contributing to an issue of *Nexus*;
- adding to the group's TASAweb pages;
- building on, or creating a social media presence (such as Twitter and Facebook);
- applying for group funding to run workshops, seminars and mini conferences of relevance to the group; and

- providing the *Nexus* editor with a report/feedback about the TASA funded activities of the TG.

2) TG Convener/s organise the review of submissions to, and schedules for, the annual TASA conference (which occurs in approx. July each year). Convener/s are responsible for organising blind refereeing of full paper submissions. Blind refereeing involves:

- forwarding submissions to two referees from your TG membership with appropriate experience and expertise;
- sending 'Refereeing guidelines' and 'Referees Review Form' to referees (these will be supplied to you by the conference organisers via email);
- forwarding referees reports to the conference organisers (or as instructed via email); and
- accessing the conference system to accept/ reject submissions (which may include reallocating a submission to another TG *prior to* the referee process).

Note that the refereeing process should be done in the spirit of collegiality; being mindful that submissions may present work-in-progress.

As part of this process, be aware of any deadlines/timelines required by the conference organisers. It is also recommended that you contact the TG membership to seek expressions of interest in chairing conference sessions.

Full papers are only accepted from postgraduate students and those members who are required to submit a full paper to secure conference funding from their institution. Full papers from postgraduate students can be co-authored with others (including full TASA members), but a postgraduate student must be the lead author. Due to these restrictions, there are very few full papers submitted to the conference (for example, in 2018, there were only 9 full papers submitted across 27 thematic groups). You will also be responsible for reviewing and approving abstracts submitted to your TG stream.

If you will be unavailable for the blind refereeing process, you should reach out to the TG membership in advance to find members who can lead and be part of this process. Once you identify who will lead this process, please inform the TASA Office. This should be done prior to July, as reviewing takes time and last moment changes can create problems with conference organisation/ timelines.

A final reminder:

To ensure you receive all TG related communication, please keep your email address up-to-date. Advise the TASA Executive Officer and the Thematic Group Portfolio Leader of your correct email address. You should also double check that your correct email address is on the Thematic Group TASAweb page. This is vital to ensure you receive communications from the TG Thematic Portfolio Leader and the TASA Executive Officer. You will also need to update your membership profile.