

Duties and Responsibilities of the AESOP Chair of the Excellence in Education Board

The Chair of the Excellence in Education Board is responsible for safeguarding the mission of the Quality Recognition (QR) Programme as a voluntary service to AESOP member schools aimed at supporting the development and enhancement of planning programmes through quality recognition, sharing of good practices, and mutual learning. The role of the Chair is to perform, but is not limited to the following tasks:

Representation and Governance

- Supervises the selection of the members of the Excellence in Education Board (EEB).
- Organises activities of the EEB that are crucial for safeguarding the quality of the QR Programme, including awareness-raising and reflection on the key QR documents (QR Mission, Timeline, Application Form) to ensure the process remains relevant and clear.
- Represents the Excellence in Education Board.
- Organises meetings and facilitates coordination among EEB members.
- Appoints two assessors for each QR process, supports timely interaction between assessors and applicants, and ensures transparency in evaluation procedures for awarding the AESOP Certificate of Quality.

Administrative and Documentation Management

- Prepares, together with the AESOP Secretary General, the QR Calls (the call for EEB members in the first months of the mandate, and the annual calls for QR applications).
- Prepares and/or distributes official documents, including agendas, minutes, interim feedback reports, certificates and evaluation reports, guidelines, and related materials.
- Maintains, archives, and updates QR files and records, and sends timely and relevant information to the AESOP Secretary General, website administrator, repository manager and passes them to the newly elected Chair of the EEB, so that the QR databases, including the QR website and the AESOP digital archive, are regularly updated.

Communication and Outreach

- Prepares and sends news about the QR Programme and EEB activities to the Secretary General for dissemination.
- Leads and/or supports the preparation and distribution of QR-related publications.
- Organises QR events hosted at AESOP events (e.g. Heads of Schools Meetings and Annual Congresses).
- Provides all necessary information about the QR Programme to interested parties.

Coordination and Collaboration across AESOP

- Collaborates closely with AESOP Officers whenever needed.
- Facilitates coordination between the Event Officer and Local Organising Committees (LOCs) for QR events hosted at AESOP events (Heads of Schools Meetings and Annual Congresses).
- Supports QR-related collaboration, coordination, and engagement across the Association's bodies and community.

Workload and Conditions

The Chair of the Excellence in Education Board plays a central role in ensuring the effective functioning of the AESOP Quality Recognition Programme. The position requires strong organisational and communication skills and a high level of commitment.

The Chair is expected to travel regularly to attend official AESOP events, including: Executive Committee Meetings (at least three times a year, often combined with other events); Council of Representatives Meetings (twice a year, combined with the AESOP Heads of Schools Meeting and the Annual Congress); Heads of Schools Meetings (once a year); and the Annual AESOP Congress (once a year). The role implies an estimated average time commitment of around 3 hours per week, although the workload varies according to the QR timeline and is usually higher between February and July.

It is a voluntary position, and no financial remuneration is provided. However, a budget is allocated for the functioning of the EEB.