Thematic Group Conveners' Manual

Version: November 2022

For information on Thematic Groups and the Thematic Group Portfolio Leader, see https://tasa.clubexpress.com/content.aspx?page_id=22&club_id=671860&module_id=357515

Important email addresses:

- Thematic Group Portfolio Leader: thematicgroups@tasa.org.au
- TASA Executive Officer: admin@tasa.org.au

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Please note, registration funds collected via TASA's event pages, will be credited to TASA's account. TASA will then pay your catering invoice, for example, from TASA's account. Any collected registration funding remaining, after all of your event expenses & reimbursements have been paid, will be redirected into a future thematic group funding round, where possible. 21
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1.0 Thematic Groups

The TASA Executive introduced Thematic Groups (TGs) in 2005. The groups are designed to facilitate communication and collaboration between TASA members working in similar areas. They are also intended to provide a vehicle for the organisation of the annual TASA conference. As of November 2018, there are 27 TGs that reflect the diverse interests of the TASA membership. More information about the TASA Executive's original discussion and design of TGs can be found in Nexus (vol 17, issue 1, 2005).

1.1 The aims of Thematic Groups

The aims of TGs are to:

- build discipline depth and support the development of emerging areas of sociological inquiry;
- facilitate communication and collaboration between members working in similar areas; and
- provide a basis for streams within conference programs.

To support these aims, TASA will:

- have a designated concurrent time slot at the annual conference for TG members to come together;
- provide a presence on TASAweb (see individual TG pages)
- provide two rounds of competitive funding per year to support TG activities;
- formally recognise each TG for a period of two years, once renewable (groups can then be reformed or restructured where appropriate, or disestablished);
- encourage new areas of disciplinary inquiry; and
- to establish new TGs (when and where possible) (see *2.1 Terms of Reference*).

2.0 Thematic Group Governance and Renewal

TGs are renewed every two years. This occurs during the annual conference or during November (whichever comes later), at which time new TG Convener/s will be appointed. Renewals will next occur at the 2019 annual TASA conference. Note that TGs are required to demonstrate activity to avoid disestablishment (see *2.1 Terms of Reference*), and to be renewed.

2.1 Terms of Reference

1. Preamble

As noted previously, the TASA Executive introduced TGs in 2005. They are designed to facilitate communication and collaboration between TASA members working in similar areas. They are also intended to provide a vehicle for the organisation of the annual conferences. More information about the Executive's original discussion and design of TGs can be found in Nexus (vol 17, issue 1, 2005).

2. Establishment

From time-to-time, the TASA Executive will call on expressions of interest for the formation of new TGs from the TASA membership. Members usually canvas amongst existing TASA membership to ascertain interest informally among their own networks and, if necessary, through a call for Expressions of Interest in the TASA newsletter. Once proposers have established that the proposal for a new TG meets the eligibility requirements (a minimum of 15 current, financial TASA members), formal proposals are to be submitted to the TASA Executive. Proposals for TGs should include the following information:

- the TG title;

- a short description of the group's aims and objectives (suitable for the website and other publicity);
- a justification of how the proposed TG is distinctive from the established TGs;
- what the proposed TG will add to the association;
- a nominated Convener and any Co-Conveners; and
- a list names of a minimum of 15 current financial TASA members (including Convener/s), who have endorsed the proposed TG and have provided notice of their intended membership of it.

Submissions will be considered at TASA Executive meetings, which are held quarterly. Proposals should be emailed to the Thematic Group Portfolio Leader and the TASA Office. Deadlines for submissions are 1 February, 1 June, 1 September, and 1 November.

Note that TGs are approved by the TASA Executive. Consequently, if TGs wish to make changes to their title, proposed aims and objectives, etc., they should discuss this with the Thematic Group Portfolio Leader in the first instance.

3. Membership

Rules for TG membership are as follows:

- Membership of TGs is confined to current financial TASA members;
- Membership of TGs must be maintained at a minimum of 15 current TASA members per year;
- TASA members may belong to a maximum of four TGs;
- New and existing TASA members who wish to join TGs, or change their TG membership, can do so through their TASA membership profile page>Personal Info>Thematic Groups/Additional Members;
- TG members who do not renew their TASA membership are automatically removed from published membership lists. The group's email distribution list is also automatically updated ensuring only current members are contacted by conveners.

TG membership is only open to current financial TASA members. This also applies to TG Conveners, who must be members of the TG they convene. If a TG convener does not renew their membership, they will be contacted via email by the TASA Executive Officer to remind them to renew their membership. If the TG convener fails to respond to the TASA Executive Officer and does not renew their membership within one month of the email date, their convenership status will be revoked. Extraordinary circumstances will be taken into account where the TG convener contacts the TASA Executive Officer within the above timeline. If the removal of a TG convener could result in the disbandment of the TG, the Thematic Group Portfolio Leader will seek a replacement TG convener from the existing TG members.

4. Governance

Rules for governance of TGs are intended to strike a balance between autonomy and democracy, as follows:

- Convener/s are to be determined by the membership of the TGs, either through meetings at the TASA Annual Conference or through email communication with all TG members;
- The position of Convener will automatically fall vacant at the time of review (see *7. Review* later in this section);
- If a Convener needs to step down from the role during their two-year term, all TG members need to be notified, and a replacement needs to be sought and identified from the TG (see *6. Disestablishment* later in this section); and
  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).

TGs can have a maximum of 3 Conveners, plus student representatives, however a TG only requires one Convener to function. If two Co-Conveners step down, the remaining Convener may continue their role in a sole capacity (with support of the TG membership) until TG renewal. Alternatively, the remaining TG Convener may seek new co-Conveners from the TG through contacting the membership. If you feel you need more than three main conveners, please contact the TG Portfolio Leader.

5. Obligations

TGs have the following obligations to TASA:

- To adhere to TASA's Code of Conduct at all times
- To maintain a presence on TASAweb, which may be as simple as a single page of information on the TG and the contact details of Convener/s, right through to multiple pages, a blog and forum/s.
- To provide the TASA Executive Officer login details for TG social media accounts, such as Twitter and Facebook. Contact the TASA Executive Officer to set up an account or to change passwords. For Facebook pages and groups, as these are tied to individual Facebook accounts with assigned roles, please ensure that the TASA Executive Officer (and a member of the TASA Executive, as identified by the TASA Executive Officer) are added with 'Administrator' rights. The TASA Executive Officer and the TASA Executive member will not make any changes to any content or make posts on your behalf. This policy simply ensures continuity in login details and avoids instances where accounts are lost or become inactive between TG Convener/s
- The support of TASA must be acknowledged on materials relating to all activities where funds have been received from TASA
- Groups who receive funding from TASA for activities must provide a brief report of the activity that was funded, and another brief report that details expenditure related to the event. This report is to be sent to the TASA Executive Officer and the Thematic Group Portfolio Leader within one month of the activity (see *5.6 Reporting*).

6. Disestablishment

TGs may be disestablished by the TASA Executive in the following circumstances:

- Where the membership of the TG falls below fifteen persons at 1 April of any year and is not increased within the *same year* to a minimum of fifteen persons by the annual TASA conference or 1st November (whichever comes later);
- Where there are serious concerns about the conduct of the TG;
- Where the TG has not maintained activity over an 18-month period (such as organising a TG activity; maintaining an active online presence through a TASA sub-site or social media accounts such as Twitter or Facebook; organising a plenary or workshop at the annual TASA conference; or emailing the TG members with updates *at least* twice yearly); or
- Where the current TG Convener/s has served a two-year term, and their second optional two-year term, or needs to step down, and no other person who is a current TASA member and from that TG is willing to take on that role.

Groups that are disestablished have the right to appeal through TASA Grievance Procedures.

7. Renewal

From November 2019, TGs are renewed by the TASA Executive every second year (2019, 2021, 2023, 2025, etc). There is no formal application for renewal, though renewal is contingent upon adherence to the *2.1 Terms of Reference* and *2.3 Thematic Group Convener Renewal*.

8. Name Change

In order for a Thematic Group to change its name (not its aim or objectives):

- TG convener/s must be in agreeance that a name change is necessary
- TG convener/s must contact their current TG members with the rationale for the new name to gauge the interest in the (i) name change and (ii) to test suggested name/s (TG members must be given at least two weeks to respond)
- TG convener/s must collect a list of current TG members who are in support (or otherwise) of the name change including the new suggested name (this may take the form of survey amongst members (noting the completion rate compared to current membership numbers) and/or qualitative comments from specific individuals)
- TGs convener/s are to email the TG Portfolio Leader with the following information:
    a) Proposed new name
    b) Rationale for the new name (including how this does not impinge or interfere with other TGs)
    c) List of current TG members in support (or otherwise) of the name change

The name change request will be reviewed in a timely manner and the TG Portfolio Leader will inform the conveners of the outcome as soon as possible.

2.2 The Role of Convener/s

The role of TG Convener/s is to facilitate communications within the group, and between the group and TASA Executive.

TG Convener/s can facilitate group communications by:

- using the TG email distribution list to keep 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 (see *5.0 Funding*); and
- providing the *Nexus* editor with a report/feedback about the TASA funded activities of the TG.

From time to time, you should remind TG group members about the various ways that both you as the convener (social media/blog/forum/newsletter), and TASA, can promote their publications/key reports (for example, TASA Members' Newsletter, Twitter, and TASAweb publications pages such as New Books, Articles, Blogs, Podcasts and *Nexus*).

Convener/s should 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).

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 TASA membership profile (instructions are locating on the FAQ page on the TASA website).

Convener/s also organise schedules for the annual TASA conference, and arrange for group members to referee relevant papers. Prior to TASA conference each year, TG Convener/s will receive a list of refereed paper submissions. Convener/s are responsible for organising blind referring submissions. Blind refereeing involves:

- forwarding submissions to two referees with appropriate experience and expertise;

- sending ‘Refereeing guidelines’ and ‘Referees Review Form’ to referees (these will be supplied to you via email);
- forwarding referees reports to the conference organisers (or as instructed via email); and
- making recommendations for the acceptance/ rejection of 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.

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. You will also be responsible for reviewing and approving abstracts submitted to your TG stream.

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 two-year term, these roles and responsibilities should be revisited and renegotiated.

At the <u>minimum</u>, TG Convener/s must:

- Contact their TG *at least* twice a year via email; and
- Organise the review of submissions to, and schedules for, the annual TASA conference (as outlined in detail, above).

2.3 Thematic Group Convener Renewal

As mentioned in *2.1 Terms of Reference*, TGs will be renewed every two years unless there are reasons for disestablishment. For this to occur, a new TG Convener/s must be identified If no one can take on the role, the current conveners do have the option of doing a second, two-year term. If a group does not have a new TG Convener by 28 February of the following year, then the TG will be reviewed at the next TASA Executive Meeting, and may be required to fold (see *2.1 Terms of Reference*).

2.4 Formal Recognition of the TG Convener Role

TG Convener/s are welcome to request a written itemisation of their role and responsibilities at the end of their term. Please send your request with the following details to the TASA <u>Thematic Group Portfolio Leader</u>: name of group, length of term, tasks conducted, and any highlights from your Convenership.

2.5 International Conveners

The inclusion of a TASA offshore member as a Co-Convener has the potential to expand the international profile of the TG and its membership. The following working principles are to be applied to inform the proposal to include a TASA offshore member as a TG Co-Convener:

- One of the Co-Convener/s is a local onshore convenor for the TG;
- Onshore TG Co-Convener/s have agreed that this will be a viable option for their role; and
- A distribution of workload is discussed and agreed as a means to alleviate potential future issues (refer to *2.2 The Role of Convener/s*).

2.6 TG Conveners' Communication

The new TASAweb has the ability to house a thematic group conveners forum (enabling conveners to list and comment on convener related topics) as well as a conveners sub-committee (this feature would enable each convener to send out dedicated emails to all other conveners).

2.7 Co-Convener Grievances

All TASA members, including TG Convener/s, are required to adhere to TASA's Code of Conduct. However, there might be some circumstances where TG Co-Conveners have differences that require assistance to advance a fair and equitable resolution for all parties. Largely, these are mostly resolved at the local level with little or no intervention. However, on the rare occasion where this does not appear likely, TASA encourages the TG Conveners to:

1. contact the TASA Office in the first instance to raise the substantive issues at hand. The TASA Office can advise if the issue should be a) resolved at the local level between the Conveners; or b) elevate the issue to the Thematic Group Portfolio Leader
2. if elevated, the presiding Thematic Group Portfolio Leader will work with the Conveners to explore potential processes of resolution in a way that maintains cohesion and collegiality amongst the TG Co-Conveners minimising any disruption to the TG members
3. where it is not possible to resolve the issue at hand, the Thematic Group Portfolio Leader will invite the TG Co-Convenor/s to lodge a formal grievance via TASA's Grievance Procedures. This will elevate the issue to the attention of the President of TASA.

3.0 How to become a member of a Thematic Group

If you are a TASA member, you can join up to four TGs. These can be nominated via your 'Profile' section>Personal Info>Thematic Groups/Additional Members . TG selections can be amended and updated at any time throughout the year. You do not need to be a member of

a TG to submit to their stream at the annual TASA conference, or to attend their TASA-funded TG events.

4.0 TASA's web presence

4.1 Overview

TASA has a strong web presence, both through our website, social media (Twitter, Facebook, YouTube, and SoundCloud), and a range of online TG activities maintained by TG Convener/s. These avenues are an important part of our mission to showcase the work of our members and to raise the profile of the discipline of sociology in Australia.

4.2 TASAweb Convener Control Panel

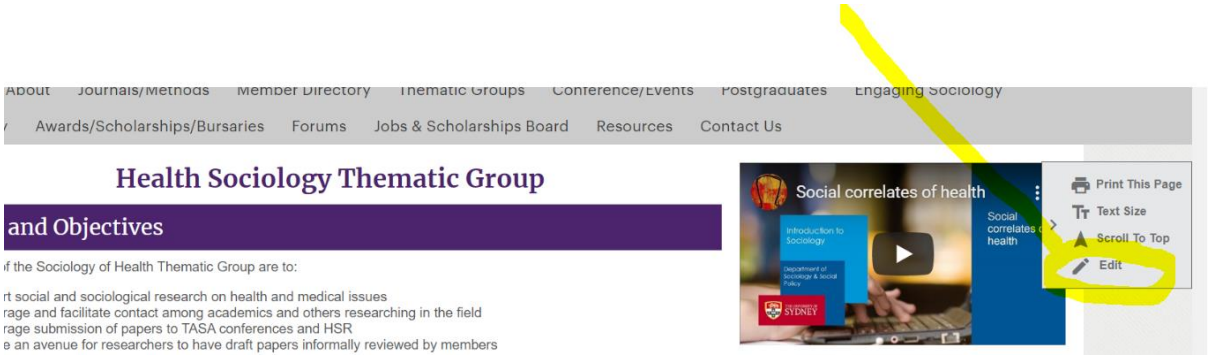
All conveners have a special thematic group convener Control Panel available with their TASAweb membership login. The Control Panel enables conveners to access the following web modules:

4.2.1 TASAweb thematic group pages

Each thematic group has a presence on TASAweb and conveners have access to update, maintain and extend their group's web pages.

The landing page for each thematic group has a space for convener details, including an image, name & affiliation. As a convener you can updated these. The Executive Officer is available for web support, if needed. Additional support is also available via Club Express: Support@clubexpress.com.

When you are logged in to TASAweb, and are on one of your thematic group pages, you will see an Edit pencil, in a slide out menu on the right hand side of the screen. If you click on the penicil icon, an editor screen will appear that will enable you to edit content on that page.



4.2.2 Emailing Group members

Group members are live; as soon as a new member joins or withdraws from a thematic group, the mailing list for that group is automatically updated. To email group members, you need to go to Control Panel>Communications Tab>Emailing>Add Emailing>Edit Basics

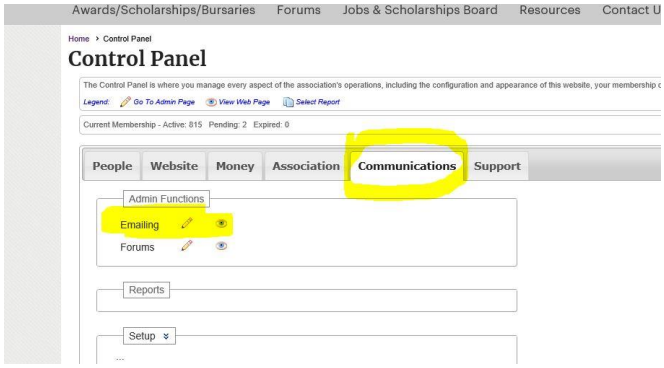
(including selecting your TG as the default category)>Edit Distribution List (making sure you select your TG)>Select your groups Email template(drag to white work bench on the left>Populate Email>scroll to the bottom of the screen for buttons to save, send tests and schedule the email for delivery. Steps in an image form are below. You can also view the Club Express video on this emailing module via https://www.youtube.com/watch?v=Ma2j9COPPkc and contact TASA Admin, if needed.

1. Control Panel

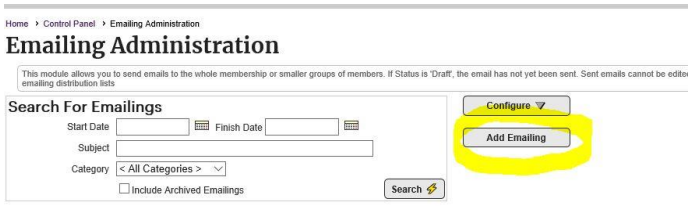


- *Understanding our world, making a difference*

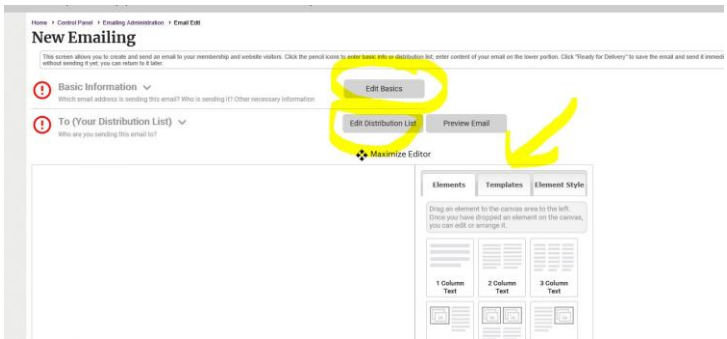
2. Communications Tab>Emailing



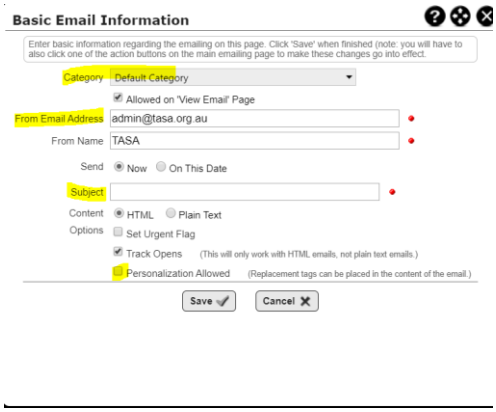
3. Add Emailing



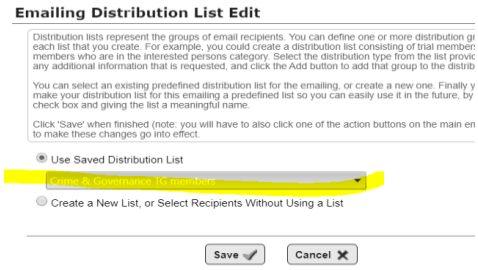
4. Edit Basics>Edit Distribution List>Add Template



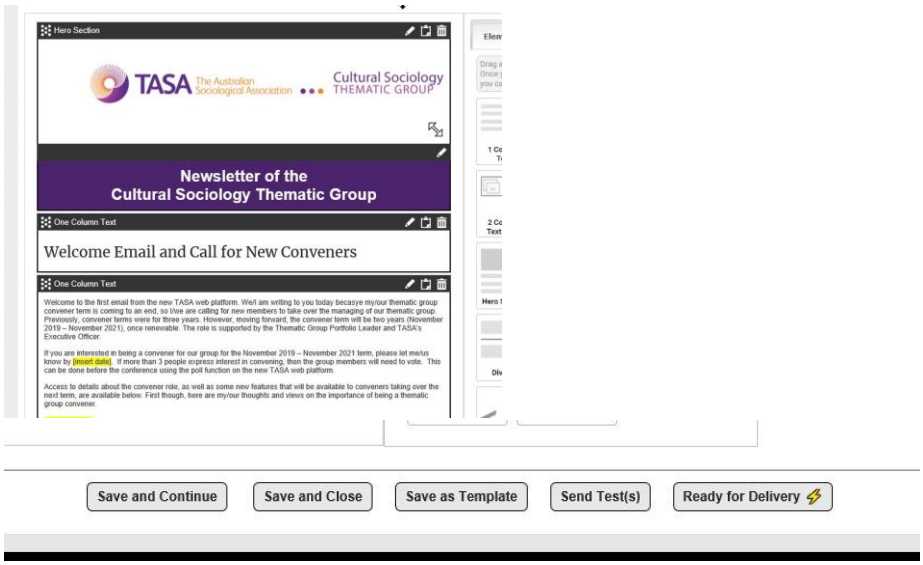
5. Editing Basic



6. Edit Distribution List



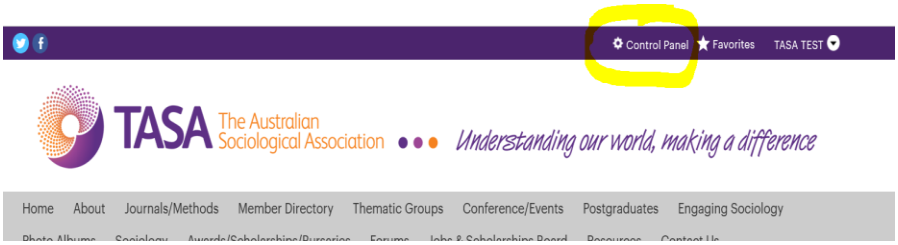
7. Edit Content



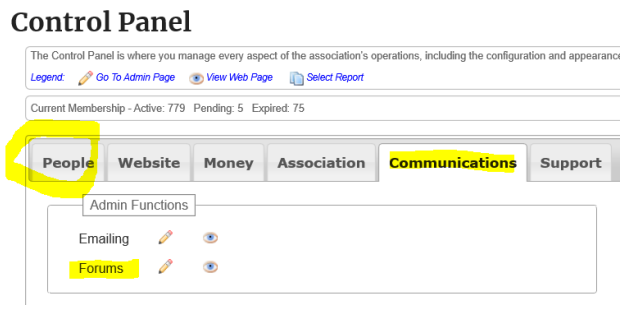
4.2.3 Forums

TASAweb has a discussion forums function, allowing members to participate in online discussions. Each thematic group has the option of having a forum/s for their group. You can contact TASA Admin to have your forum activated or do it yourself by doing the following:

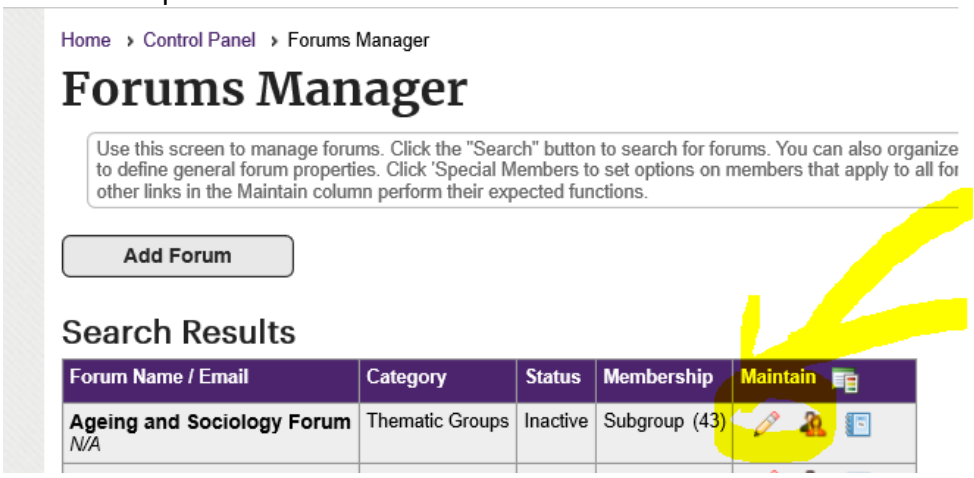
1. Login to TASAweb (tasa.org.au)
2. Click on Control Panel:



3. Click on the Forums feature under either the People or Communications Tabs:



4. Click on the pencil icon:

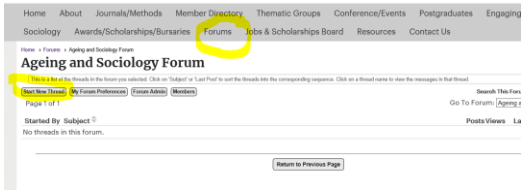


5. Change the status from ‘inactive’ to ‘active’ and scrolling to the bottom of the page and click on the Save button:

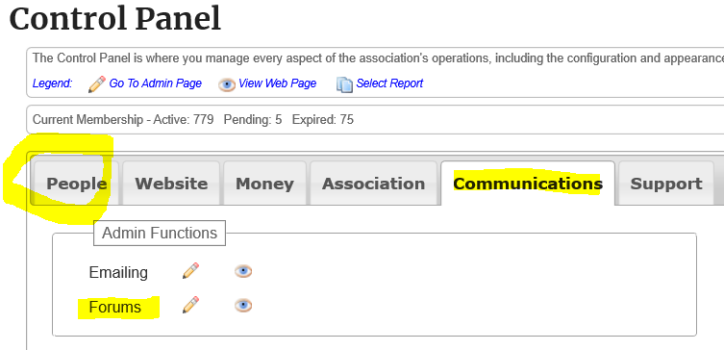


Conveners are responsible for monitoring the group forum/s. They are set up so that emails are automatically sent to conveners when a new message is submitted by a group member. Conveners then review and post, if appropriate. Original messages and their replies are organized into threads that are listed within a thematic group forum. For an overview of how the forum feature works, please view the two videos (1) Discussion Forums – Moderator https://www.youtube.com/watch?v=dhG0prCPiBs and (2) Discussion Forums – User https://www.youtube.com/watch?v=vvr_AV7Kt-I

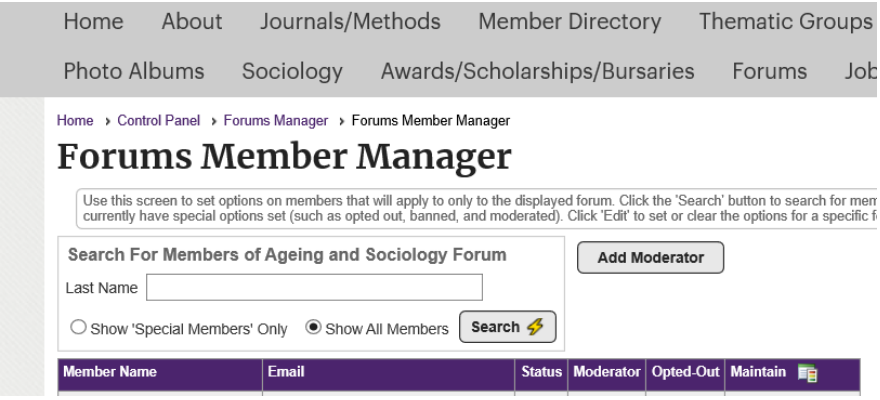
If your group’s Forum is activated, to access it you can go to the Forums tab on the main navigation bar, that will appear after you are logged in to TASAweb:



Alternatively, you can access your Forum via the Control Panel in the People & Communications tabs. The ‘eye’ icon will take you to your Forum threads.



The pencil icon will take you to the Forums Member Manager.



4.2.4 Blogs

TASAweb has a Blog feature for each thematic group. It is not compulsory for groups to have a blog but the option is there for conveners to take advantage of. Conveners could solicit articles from group members or group members may request that something of theirs is published on the group's blog. The system maintains a history and allows readers to navigate through all published articles. Email subscriptions are fully supported, allowing readers to subscribe to a blog feed so that they are notified when a new blog entry is published. There is also a Search function to find blog entries that discuss a specific topic. All of TASA's blogs are available here:
https://tasa.org.au/content.aspx?page_id=2506&club_id=671860

4.2.5 Committees

In the discussion forums module, you can create a forum around a committee and forum membership will be automatically maintained based on committee membership. Committees can be created or deleted at any time. Committees can be "open" where any TASA member can be a member of the committee and duration is not tracked; or "closed", where the membership is fixed and members have a term of office (such as with the Board of Directors.) You can also add non-members to a committee. Conveners may like to set up a committee for an event that is being run. The committee would be created for the event and then closed post event. You can view some of TASA's committees here:
https://tasa.org.au/content.aspx?page_id=42&club_id=671860

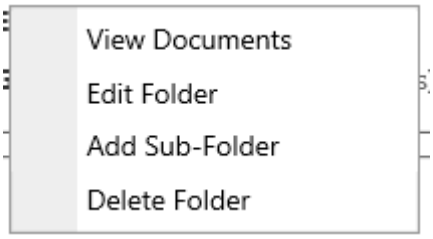
4.2.6 Document Library

The Document Library function allows each thematic group to store and organize documents that can be downloaded by visitors and members. Documents are organized into folders (categories) and can be specified with a title, description, author(s), creation and revision dates, size, format and other information. Folders can have sub-folders to any level. There are also options to allow members to upload documents. The system supports documents up to 100MB in size. The Document Library is a useful resource for groups to build an archive/history of event reports and funding applications, for example. As well as event images, flyers and other content related to the thematic group.

Here is an example of what the Document Library tree can look like:



When you click on each of the document folder titles a menu will appear:



1. Select **View Documents** to view the list of documents within a folder
2. Select **Edit Folder** to edit properties for the current folder
3. Select **Add Sub-Folder** to create a new folder below the selected one.
4. Select **Delete Folder** to remove the current folder. This option only appears if the current folder has no documents and no sub-folders. You will be prompted to confirm this action.

4.2.7 Events

Thematic Group conveners can upload event details so that they appear on TASAweb under the Upcoming Events tab on each of the TASAweb pages.



Conveners can also set up event registrations via the Events module. To learn more about the Events feature you can view a video on it via: https://www.youtube.com/watch?v=HN_wqdNiMjI. There is also a downloadable supporting document via Control Panel>Support Tab>Club Express Modules.

4.3 Social Media

On social media accounts, the following statement (or an edited version where appropriate) must appear: The information or references provided herein does not imply any official endorsement by The Australian Sociological Association (TASA).

It is not a requirement of a thematic group to have a social media presence. However, if your group would like to have a social media account, before setting an account/s up, please check in with the Thematic Group Portfolio Leader or the Executive Officer to see if one has previously been established for your group. If it has, the log in details for that account will be made available to you so that you can continue to grow that thematic group social media account/s.

4.4 Concerns and Complaints

- TG Members, broader TASA Members, or members of the public, can raise concerns about content on thematic group web pages. In the first instance, concerns should be directed to the TG Convener/s running the sub-sites.
- If concerns or complaints are not resolved, the TASA Executive Officer and the Thematic Group Portfolio Leader may be contacted, at which point they will attempt to resolve the concern with the relevant TG Convener/s. The Thematic Group Portfolio Leader may nominate another member of the TASA Executive to also assist if they deem it to be appropriate. If concerns or complaints cannot be resolved at this level, the TASA Executive may become involved.
- TASA's *Grievance Procedures* also applies. The TASA Executive reserves the right to exercise editorial control over any content contained within thematic group web pages. This right will only be exercised in extreme circumstances where more collaborative resolutions cannot be reached.

5.0 Funding

The **TG Support Scheme** allows for groups to apply for up to $2,000 per round for activities that support their thematic area. A budget is allocated to this scheme in July for the following financial year. There are two submission rounds each year, as detailed below in *5.2 Submissions and Due Dates*.

5.1 Applications

Grants may be used to fund costs associated with a TG event such as:

- Attendance of TASA members who are postgraduates or casual/ unwaged staff
- *Employing a Research Assistant
- Speaker travel and accommodation
- Fees for venue hire
- Costs for digital activities (for example, GoToMeetings or IT support)
- Advertising

This list is not exhaustive, but an indication of the types of activities that TASA has or seeks to support. Funding approval is dependent upon the merit of the application, the number of applications received, and TASA's financial position at the time of the application round.

Applications should be between 4-6 A4 pages. Applications need to meet the funding criteria, and be structured using the following headings:

1. Name of the thematic group
2. Name of Convener/s
3. Proposed activity
4. Justification for the activity
5. Evidence of support and/or involvement
6. Expected outcomes
7. Budget and justification
8. Timeline

It is not necessary to provide a literature review in support of the proposed topic, but a clear justification for the activity must be supplied (as per above).

*if you receive funding to employ a research assistant, that member would need an Australian Business Number (ABN) and the onus would be on them to pay GST, Tax and Super (if applicable). For an example contract, see www.tasa.org.au/docs.ashx?id=811347. Australian Taxation Office instructions for applying for an ABN can be found here: https://www.ato.gov.au/uploadedFiles/Content/CR/downloads/Other_languages/n74682-12-2013_js30191_w.pdf

5.2 Submissions and Due Dates

Applications should be submitted as an email attachment to the Thematic Group Portfolio Leader and the TASA Executive Officer. Applications for activities between July 1st and December 31st of the *same year* must be received by 5pm on March 1st. Applications for activities between January 1st and June 30th of the *following year* must be received by 5pm on September 1st. The TASA Executive retains the right to deal with applications at other times if the applicants can convince the TASA Executive of the need, and if TASA's financial position at the time allows.

5.3 Funding Criteria

Funds will be allocated on a competitive basis, as judged by the Thematic Group Portfolio Leader and TASA Executive. The TASA Executive will disburse funds according to the merit of the applications with the intention of distributing the funds equitably. This means that a TG who has not received funding and has submitted a competitive application may be given priority over groups who have recently or frequently receive funding. The TASA Executive reserves the right to make no disbursement of funds if the applications are not of sufficient merit.

In the spirit of thoughtful, impactful efforts at building diverse, inclusive TASA-led and supported events, members are encouraged to design events that:

- Expose the community to a diversity of voices (e.g. race/ethnicity, age, ability, nationality, sexuality, gender, social class).

- Follow the guidelines of the Panel Pledge to increase the visibility and contribution of women leaders in public and professional forums.

- Are accessible to all (physically and culturally) and encompass inclusive 'best practice' principles

- Are sustainable and adopt TASA's Sustainable Events Policy.

- Consider those with caring responsibility when planning the timing of your event (school drop off/pick up times, for example)

- Uphold the TASA code of conduct (at events, event-related social gatherings, and online).

The TASA Executive also encourages TG events that are developed in relation to national and international 'awareness' days/weeks.

Events that receive financial or promotional support from TASA will be required to provide the Executive Committee with further detail in relation to how these guidelines are being implemented.

Applications will be assessed using the following criteria:

1. Evidence of financial or in-kind support (external to TASA) of the proposed activity
2. Evidence of engaging diverse audiences with the proposed activity (internal and external to TASA)
3. Contribution of the activity to the vitality of the thematic group and TASA members
4. Evidence that the event will be inclusive
5. Generation of outputs that will enhance and distribute the profile of TASA

These criteria are equally weighted, and will be assessed by considering the following:

- Criterion 1: Has the Convener/s sought or secured support (financial or in-kind) for the event from sources other than TASA (for example, in-kind support for a venue)? Where external support has been secured, co-branding and co-sponsorship of the event may be sought. Some events may not require external funding or in-kind support. If this is the case, then other forms of external support for the event should be secured (for example, agreement of participation from guest speaker/s).
- Criterion 2: Has the event been designed to ensure that it reaches and includes audiences internal and external to TASA? The form of such participation will be dependent on the type of event proposed.
- Criterion 3: Does the event meet the aims of the TG? Has evidence been supplied that it will be of interest to TG members and/or the TASA membership in general? This may include expressions of interest from the TASA membership.

- Criterion 4: Is the event respectful and inclusive? Does the event include and support the participation of TASA members who are postgraduate students and casual/non-waged staff?
- Criterion 5: How will outcomes from the event reach multiple audiences, including the publics? This may take multiple forms, including publications, blog posts, pieces for *The Conversation*, and digital recordings for TASA sub-sites/ TASA website.

It is highly recommended that convenor/s seek permission to record keynote or guest presentations at workshops/ seminars/ symposiums, to be used on the TASA website, SoundCloud, and YouTube channel.

5.4 Limitations

While TASA seeks to support a diverse range of activities, there are some limitations to what can be funded. These limitations should be considered when designing the event and in applying for TG funding:

1. Catering: please follow TASA's Sustainability Policy if having catering at an event.
2. Attendance fees: An attendance fee is to be charged to non-TASA members, regardless of whether catering is supplied or not. If there is a reason why a fee is not appropriate, this can be discussed with the Thematic Group Portfolio Leader, and must be specified in the application. TASA members can be charged a reduced fee. Event organisers should arrange for the TASA Office to collect the attendance fees via an events page on TASAweb.
3. Strong justifications must be given for honorarium payments, which are to be restricted to AUS$200.00 per person.
4. Annual conference: Funding is not available for events or activities that overlap with the annual conference. This includes the costs of conference plenaries, invited speakers, or remote attendance. TG Convener/s can approach the conference local organising committee directly to inquire about the availability of plenary funding.
5. No granted funds can be carried over into a new financial year for uses other than what the funding was intended for. If funds are to be held over into a new financial year, this should be discussed with the Thematic Group Portfolio Leader and the TASA Executive Officer.
6. This funding is not intended to directly support research projects, but it can be used to support events and activities (i.e., building capacity) that may lead to joining research programs or research outcomes.

If you are unsure whether your event would be funded under the TG funding rules, you should contact the Thematic Group Portfolio Leader for their feedback prior to submission.

5.5 Conditions

The following conditions will apply:

1. All funding is supplied in Australian dollars. This should be made clear to any international guests and speakers;

2. Grants will be made available in the form of payments on invoices from suppliers, or reimbursements of monies spent, after the event has occurred. If payment is required prior to the event, this should be discussed with the TASA Executive Officer in advance of any bookings being made. Groups who are funded must discuss payment matters with the TASA Executive Officer to ensure that all statutory and taxation obligations are met;
3. Applications should identify a person responsible for compiling all funding claims. That person is required to submit their claim/s within six weeks after the event to the TASA Office. The format in which the claim/s should take are as follows, and should be supplied in a single email:
    a. For supplier/s you want TASA to pay directly, record your approval for payment in the body of an email, with the invoice/s attached (which should contain the banking details of the supplier/s);
    b. All other expenses, such as bursaries and convener expenses, must be clearly listed. Attached to this email must be a claim form for each claimant (which must include their banking details), and relevant invoices and receipts, in PDF format. These files should be saved in the claimant's name (for example, JJones_ClaimForm, JJones_Invoice, JJones_Receipts);
4. Only those items explicitly listed in the budget and approved by the TASA Executive will be covered by the funding. If your funding application is approved to the amount of $1000, for example, and your expenses total $949, the unspent $51 will remain with TASA. TASA will only process reimbursement requests for items listed in the budget section of the funding application. For this reason, it is important that you list all expected expenses in your funding application;
5. If changes are to be made to the approved expenditure items, this must be put into writing and approved by the TG Portfolio Leader prior to implementing any changes;
6. If your funding is to be used for the expenses of an invited speaker/s, please advise the speaker/s before they book their travel requirements the limit of funding available to them (ie. if TASA have agreed to fund your group AUS$400 for an invited speaker, inform the speaker that you will be able to arrange for the reimbursement of up to AUS$400 on the presentations of their Tax Invoices and receipts etc). TASA will not reimburse amounts greater than those agreed to;
7. Scholarships to attend TG events are only available to TASA members who are postgraduate students or casual/ non-waged members. It is the responsibility of the organisers to check the membership of scholarship applicants via the TASA Office;
8. All promotional materials related to the event must clearly identity that it is a TASA event;
9. The support of TASA must be recognised on all materials related to the activity (eg. advertising, brochures, programs etc.);
10. Permission must be sought from TASA for the use of the TASA logo and other registered material. Contact the TASA Executive Officer for the TASA logo;
11. Events must meet requirements for Disability Access and Participation;
12. Events must meet the Safe and Inclusive Events Policy (https://tasa.org.au/content.aspx?page_id=22&club_id=671860&module_id=539739)

13. Events must meet the Sustainable Events Policy (https://tasa.org.au/sustainableevents)
14. Participants must register their attendance by a specified due date and time (contact the TASA Executive Officer for how individuals can register their attendance);
15. If the proposed activity generates outputs in print, electronic or other forms, TASA must be acknowledged. The copyright of such material remains with the authors/creators;
16. All funds should be claimed within 12 months of notification of award and within 1 month after the TG event; and
17. Reports are submitted on the outcomes of the funded TG event (see *5.6 Reporting*).

5.6 Reporting

All TG groups awarded funding are required to report on the activities funded within six weeks after the TG event. Two reports are required, both of which need to be submitted to the Thematic Group Portfolio Leader and the TASA Executive Officer, preferably within one email (for sake of clarity):

1. Report 1: A report (700-1000 words) that is suitable for publication in *Nexus* and the TASA blog. This report should outline what the TG event was, and what occurred. This should be written by at least one of the event organiser/s, who may collaborate with select attendee/s (for example, bursary recipients). Acknowledgement should be provided for any financial or in-kind support. Inclusion of photographs in the report from the event are strongly encouraged.
2. Report 2 (see *5.5 Conditions*): A single A4 page written by the TG event organiser/s that includes:
    - One paragraph description including identifying any differences between initial proposal and the actual event;
    - List of recipients of scholarships/bursaries, and any post-event initiatives from which they will benefit;
    - Total expenditure for the event identifying clearly the allocation from TASA funding and any returns to TASA from initial funding awarded;
    - Any changes to the funding expenditure (which must have received prior approval from the TG Portfolio Leader);
    - Media coverage generated by the event including radio, *The Conversation*, online blogs etc.
    - Research and/or publication outcomes targeted for the future as a direct result of funded TG event.

5.7 Promotional Material

You should contact the TASA Office for the TASA logo, and for suggested text to use for registrations and fees for TG events.

5.8 Collecting Registration Fees

If you are collecting registration fees, you can set up a registration portal on the new TASAweb. For assistance with this, please contact TASA Admin.

Please note, registration funds collected via TASA's event pages, will be credited to TASA's account. TASA will then pay your catering invoice, for example, from TASA's account. Any collected registration funding remaining, after all of your event expenses & reimbursements have been paid, will be redirected into a future thematic group funding round, where possible.

5.9 Funding Example

The following is an example submitted for previous TG funding schemes. It is provided as example only, and following it will not guarantee funding.

5.9.1 Example

Name of the thematic group

Rural Issues

Name of Convener/s

Dr Christina Malatzky

Proposed activity

The Rural Issues thematic group is proposing to host a day-long symposium, 'The future of rural sociology in Australia' at La Trobe University's Bendigo campus on Friday the 28th of June, 2019. The symposium will feature two keynote speakers as well as a series of approximately 8 paper presentations from students, researchers, applied sociologists, community and social services workers and academics on topics, themes, projects, works in progress or project proposals related to the symposium theme. Dr Malatzky will promote the event through the TASA Rural Issues newsletter and the Department of Rural Health's (The University of Melbourne's) extensive rural networks and request that advertisement be included in the TASA newsletter. Dr Malatzky will also utilise a range of other formal and informal networks involved in research related to a broad range of rural and regional issues to recruit potential presenters and attendees. Postgraduate students and early career researchers will be particularly encouraged to attend and present a paper.

Those wishing to present at the symposium will be asked to submit a paper title and short, unstructured abstract of no more than 200 words to Dr Malatzky for review. An inclusive approach will be taken to the selection of papers with the aim to include papers engaging with a wide range of topics relevant to rural sociology. If more submissions are received than the current schedule allows for, amendments to time allocation can be made (e.g. the time allocation per paper may change from 15 to 10 minutes with 5 minutes for questions). In order to process registrations effectively, it is requested that the group be permitted to use TASA's online registration and payment system.

Keynote presenters

Dr Angela Ragusa, Senior Lecturer
Rural sociology in Australia – reflecting back and looking forwards
Charles Sturt University

Angela T. Ragusa is a Senior Lecturer in Sociology at Charles Sturt University in New South Wales, Australia and Editor-in-Chief of the journal *Rural Society: Global research into rural social problems for sustainable communities*, published by Taylor & Francis/Routledge, U.K. Born and raised in New York City, she completed a Ph.D. (Sociology) and two Masters (Sociology and Science & Technology Studies) degrees at Virginia Tech in Blacksburg, Virginia and a B.A. Honour's degree in psychology at St. Francis College in Brooklyn, NY. She has authored three books, *Rural lifestyles, community well-being and social change* (2014), *Writing for the social sciences* (2012) and *Interaction in communication technologies & virtual learning environments* (2010), and published over 65 refereed journal articles, book chapters, and conference papers facilitated by receipt of grants and fellowships. Before migrating to rural and regional Australia with her Australian partner, she worked at the United Nations, J.P. Morgan, private law firms, and American colleges. In Australia, she has held multiple academic leadership roles, including Associate Head of School for Humanities & Social Sciences, Sociology Discipline Coordinator, Course Coordinator for Ph.D./Masters and Honours degrees in the Bachelor of Arts and Sociology, and chaired university, faculty, and school committees. With over 20 years postgraduate and undergraduate sociology teaching and research experience, her focus on rurality, media, and communication helps her contribute to improving sociocultural equity and socioenvironmental health and well-being for humans and animals through academic and applied efforts.

Professor Robyn Eversole, Deputy Director, Centre for Social Impact
Multidisciplinary collaborations in rural research
Swinburne University of Technology

Professor Robyn Eversole is a rural anthropologist who, over the course of her career, has drawn on a number of other disciplines and worked in several multidisciplinary research teams to investigate a range of topics including: participatory development, poverty, community engagement, development governance, local economic development and social enterprise in rural Australia, Latin America and the Asia-Pacific. The author of *Knowledge Partnering for Community Development* (Routledge, 2015), *Regional Development in Australia: Being Regional* (Routledge, 2016) and most recently, *Anthropology for Development: From Theory to Practice* (Routledge, 2018), she has made a substantial, internationally recognised contribution to regional development theory and practice. She has been the Director of the Institute for Regional Development at the University of Tasmania, a Fellow of the Comparative Research Program on Poverty (CROP) by the International Social Science Council (Bergen, Norway), and a Visiting Fellow at the Institute of Development Studies, Sussex, UK. Currently the Deputy Director of the Centre for Social Impact at Swinburne University of Technology, she fosters research collaborations that examine a multitude of development policy issues and the nature of local actions to improve the lives and livelihoods of regionally/rurally living Australians.

Proposed schedule

Time	Activity	
9:30-9:50am	Registration	
9:50-10am	Acknowledgment of and Welcome to Country, opening remarks, housekeeping	Chair: Dr Christina Malatzky
10-10:45am Questions: 10:45-11:00am	Keynote presentation: Rural sociology in Australia – reflecting back and looking forwards Dr Angela Ragusa Editor-in-chief of *Rural Society*	
11-11:15am	Morning Tea	
11:15am-12:35pm	Paper session 4 x 15 min papers + 5min of questions each	Chair: Dr Edgar Burns
12:35-1:05pm	Lunch & relationship-building challenge	
1:05-2:25pm	Paper session 4 x 15 min papers + 5min of questions each	Chair: Dr Christina Malatzky
2:25-2:40pm	Afternoon tea	
2:40-3:25pm Questions: 3:25-3:40pm	Keynote presentation: Multidisciplinary collaborations in rural research Professor Robyn Eversole Deputy Director Centre for Social Impact	Chair: Elena Wilson
3:40-4:00pm	Closing remarks	Dr Christina Malatzky
4:00pm	End of symposium	

Justification for the activity

The Rural Issues thematic group is in need of revitalisation. In consultations with the group's membership there was strong support for a stimulating event at a separate time of year to the annual conference to support the group's two central aims: 1) to bring together sociologists interested in the dialectical relationship that exists between urban and rural Australia and prioritise the unique social experiences of rural and regional Australians and 2) support empirical, theoretical and multidisciplinary research related to a broad range of rural and regional issues. The proposed event will inject energy into and add to the vitality of the group by directly facilitating in-depth dialogue between members and providing members with an opportunity to identify and engage with potential collaborators. Further, the proposed event seeks to engage a wider audience – those active in the rural research space who are not currently TASA members. For this cohort, the proposed event will provide a valuable opportunity to meet and engage with members of the Australian sociological community, which will raise the profile of and wider interest in TASA and potentially, lead to an

increase in membership. In-kind support has been secured for the proposed event by La Trobe Bendigo and the Department of Rural Health, The University of Melbourne whose extensive networks (across both regional Victoria and inter-state including but not limited to University Departments of Rural Health across the country) will be utilised in the promotion of this event as will the networks of the Centre for Excellence in Rural Sexual Health, which extend into the education sector.

In addition to the role the event will play in enhancing the profile of TASA amongst a wider audience of rural researchers not currently engaged with our association, the academic research outputs anticipated from this event (the production of a collection of papers to be compiled for an edited book and/or a special issue of *Rural Society*) will raise the profile of TASA and specifically, of the exceptional rural research of our current (and future) members.

There is appropriate access to and facilities within the building for people with a range of physical abilities and it is understood that there is a non-gender specified ('uni-sex') bathroom (to be confirmed). It is also likely (subject to specific room allocation depending on final numbers) that facilities to record the keynote presentations will be available which will mean that recordings of the two keynotes can be made available to TASA members unable to attend the event in person. Specific accommodation has been made for postgraduate TASA members and unwaged or casually employed TASA members to access financial assistance to attend and participate in the event. Finally, the decision to host the proposed event in a regional centre is appropriate given the theme of this group. However, a regional centre (Bendigo) that is easily accessible from the state's capital (Melbourne) has been selected to increase accessibility.

Evidence of support and/or involvement

Both keynote speakers have accepted the invitation to present at the proposed symposium, pending funding and the event is endorsed by the sociology department at La Trobe Bendigo. Further, Professor Pamela Snow, Head of the La Trobe Rural Health School supports the event and will host the symposium in the School's building. Several members of the Rural Issues thematic group have indicated their support of the event and willingness to attend and present as have a number of academics and researchers known to the convenor but external to TASA. Further, two local (Bendigo La Trobe) members of the group in particular, Dr Edgar Burns and Elena Wilson, are assisting with the organisation of the symposium and will be available to carry out chairing responsibilities on the day. Finally, as outlined under 'proposed activity', extensive networks both within and external to TASA will be utilised to garner wider support for and involvement in the symposium and each thematic group member will be asked to promote the event through their networks.

Expected outcomes

This proposed event will raise the profile of TASA, specifically the Rural Issues thematic group, amongst a wider audience engaged in social research in rural communities across Australia and in different sectors. This may lead to an increase in memberships for TASA. There will be direct benefits to the members of the Rural Issues thematic group who will be able to use the symposium as an opportunity to dialogue with one another and non-TASA members, share ideas, build networks and establish research partnerships and/or collaborations. In terms of more tangible outcomes from the symposium, presenters will be encouraged to work their papers into a book chapter or possibly, a journal article for a special issue of *Rural Society* (best option to be determined collaboratively with thematic group members directly following the event).

Budget and justification

Description	Cost	Justification
Small gift for Welcome to Country presenter	$100.00	A small gift to reimburse for time and signify value of and respect for Welcome to Country
Scholarship for TASA postgraduate member	$250.00	To support the attendance of a TASA postgraduate member
Scholarship for TASA unwaged or casual member	$250.00	To support the attendance of a TASA unwaged or casual member
Venue hire	In-kind support La Trobe Bendigo	No cost
IT equipment & support	In-kind support La Trobe Bendigo	No cost
Catering for 30 people	**$870.00**	**TO BE RECOVERED BY REGISTRATION COST** Quote obtained from Café Essence Bendigo based on morning tea at $6 per person lunch at $17 per person and afternoon tea at $6 per person TASA members who are postgraduate students, casually employed or non-waged (estimated to be 10 people) will be charged a registration fee of $15 TASA members with secure employment (estimated to be 10 people) and non-TASA members (estimated to be 10 people) will be charged a registration fee of $36
Travel and accommodation (Ragusa)	$703.64	Car travel (most time effective taking into account arrival and destination and points airport check-in times) from Albury to Bendigo Vehicle hire from CSU (includes petrol) $233.64 ($0.66 per km Albury – Bendigo 354km round trip) Offer of two nights' accommodation (night before and night of the event (@ $235 per night) given the start and end times of the event and the travel time to and from venue
Travel and accommodation (Eversole)	$677.98	Car travel Vehicle hire $207.98 (including petrol) Offer of two nights' accommodation (night before and night of the event (@ $235 per night) given the start and end times of the event and the travel time to and from venue
Printing	In-kind support Uni Melb DRH	No cost
Total Request	**$1,981.62**	

Timeline

September	Decision made about TASA funding Confirm event with keynote presenters venue and caterers Prepare and disseminate promotional material via TASA and rural networks To include information about scholarships abstract and registration process
October	Disseminate promotional materials through multiple networks Actively promote event including scholarships abstract and registration process This may involve approaching specific people to encourage attendance and submission of an abstract
November	Actively promote event including scholarships abstract and registration process This may involve approaching specific people to encourage attendance and submission of an abstract
December	Actively promote event including scholarships abstract and registration process This may involve approaching specific people to encourage attendance and submission of an abstract
January	Actively promote event including scholarships abstract and registration process This may involve approaching specific people to encourage attendance and submission of an abstract
February	Deadline for scholarship applications decision to be made and applicants notified
March	Deadline for abstracts feedback delivered decisions made and submitters notified
April	Registrations close Final numbers to be confirmed with venue and caterers
May	Prepare signage and so on needed for venue
June	Host event Friday 28th of June
July	Draft report 1 submit to thematic group portfolio leader (Nexus) Draft report 2 and submit to TASA Executive Officer