



AAPBS

Association of Asia-Pacific Business Schools

AAPBS Working Groups

1. Background

- Working Groups were established in 2014 and aim to return greater value to AAPBS and all its members. The tasks of each of the Working Groups and their resulting contributions are important to the future growth and development of AAPBS.
- Each Working Group consists of a minimum of five voluntary AAPBS members - a Chair and four other Group Members - meeting at least four times a year.
- Terms of Reference define the role and objective for each Working Group.
- Together with the input and expertise provided by Group Members, Working Groups may also ask the wider AAPBS membership to contribute by sharing their knowledge and experience through surveys, questionnaires and workshops.
- There are currently four Working Groups:
 - WG1 Case Center
 - WG2 MBA Connection & Internship
 - WG3 Collaborative Curriculum
 - WG4 Membership

2. Working Group roles

2.1 The Chair

The Chair of each Working Group:

- is appointed by the AAPBS Council on recommendation from the AAPBS Executive;
- is responsible for convening the Working Group meetings either face-to-face and/or virtually as required throughout the year to achieve the Group's stated tasks (Working Groups are generally expected to meet at least four times a year);
 - sets the agenda and ensures that the Working Group's meetings are properly conducted;
 - can invite parties who are not members of the Working Group to participate in a meeting;
 - is responsible for reporting all Working Group recommendations to the AAPBS Council before any action is taken by the Group;
 - reports (in writing and verbally) Working Group recommendations for the AAPBS Council to the AAPBS Executive in March and/or October each year for the May AAPBS Academic Conference and the November Annual Meeting; and
 - facilitates roundtable group discussions extended to the wider membership at the annual conferences.

2.2 Group Members

Group Members:



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- meet and work on key tasks between annual conferences; and
- are required to attend at least two consecutive Working Group meetings.

3. Working Group membership eligibility

- Group Members must be from schools that are members of AAPBS and be academic or administrative staff of the member school.
- Invitation to and approval of members (other than the Chair) is by a simple majority vote from the Working Group membership.
- Membership:
 - is voluntary; and
 - is for a period of three years (which can be renewed for a consecutive term by simple majority vote from the Working Group membership).

4. New Group Members and Chair

4.1 New Group Members

To achieve their objectives, the Working Groups require member input and action. Additional Group Members are encouraged to contact the relevant Working Group Chair to join or they can be invited by the Chair to join.

The Chair:

- confirms the new member's eligibility by contacting the AAPBS Secretariat
- informs Group Members to ensure the majority are happy for the new member to join the Working Group
- invites the new member to join the Working Group; and
- notifies the AAPBS Secretariat on acceptance by the new member to update all records and member communications.

4.2 New Chair

- The resigning Chair notifies Group Members, the AAPBS Executive of their resignation and may provide the contact details of a suitable replacement, if arranged and known.
- The AAPBS Secretariat source a new Chair where a suitable replacement has Not been provided.
- The AAPBS Secretariat confirm the new Chair's eligibility, seek approval of the appointment of the new Chair from the AAPBS Executive, inform the AAPBS Council
- of the new appointment, notify Working Group Members and update all records and member communications.
- Generally, the Chair will be appointed by the AAPBS Council on Recommendation from the AAPBS Executive.