

## Call for three new members of the Administrative Council

**The ATEE is looking for three new candidates to serve on its Administrative Council from 2025 to 2028.**

ATEE activities comprise:

- organising the ATEE Conferences to facilitate the exchange of experiences in teacher education among members and other interested stakeholders;
- coordinating the work of a set of Research & Development Communities, whose specific topics are renewed on a timely basis;
- supporting the enhancement of institutional capacity and policy development;
- promoting engagement and peer-learning through webinars and social media channels.

As a member of the Administrative Council of the ATEE, you will be a part of a network of teacher educators in Europe and beyond, have the opportunity to participate in the Association's activities, and represent the voice of teacher educators at an institutional level. You will gain strong leadership experience, strengthen your international network and have an impact on the development of teacher education, both from a policy and research perspective.

**Existing ATEE members interested in contributing to the future development of the Association are invited to read this document carefully and submit an application by 16 June 2025 at 12 PM CET.**

**The members of the Administrative Council are elected by the General Assembly. Candidates will be required to present themselves to the Association's members during the 2025 General Assembly at Marino Institute of Education in Dublin (Ireland) on 27 August 2025 – 5.15 PM.**

The ATEE Administrative Council (AC) is a working Board that constitutes the executive leadership of the Association and its members are responsible for the general management of the Association. Three core managerial positions (the President, the Vice President, and the Treasurer) manage and set the direction of the AC and they are supported by the remaining members who undertake specific tasks determined annually based on the Association's strategic priorities. Progress on these tasks must be presented regularly at the Administrative Council's meetings. The elected AC members are expected to work towards the very best possible outcomes for the ATEE, and to show solidarity with the Association. The AC's work is supported by the Association's Head of Office.

As per the Association's Statutes, the Administrative Council shall have all powers necessary to accomplish the purpose of the Association, except for the powers that are specifically granted to other bodies of the Association by law or these Statutes. At all times, the Administrative Council must act as a collegial body, e.g., decisions regarding the management of the Association are taken only by the Administrative Council.

Members-elect of the AC are expected to adhere to the Association's Statutes and the Internal Rules, e.g., attending statutory meetings, performing to a high standard all assigned tasks, respecting the rules on conflict of interest. Applicants are required to make a statement confirming they will adhere to the Association's States and Rules within their letter of application.

The candidates shall

- read the guidelines attached to this call;
- read the Statutes and Internal Rules of the Association;
- be teacher educators/researchers/academics actively involved in higher education;
- be active and committed members of the Association;
- be able to take an active part and responsibilities in the development of ATEE;
- have a sound understanding of the aims, organisation and activities of the Association;
- represent and promote ATEE at events;
- commit themselves to attend the statutory meetings and the ATEE conferences;
- have a good command of the English language.

In compliance with the statutory rules, each candidate should be supported by at least two other members from different Nationalities (at least one must be an institutional member).

**Please note that members of the Administrative Council cannot write letters of support for new candidates.**

To know more about the procedure please read carefully the attached guidelines, and the Statutes and Internal Rules of the Association available on the ATEE website (downloads section).

**The ATEE members are invited to send by email to the attention of Mariagrazia Tagliabue- email [secretariat@atee.education](mailto:secretariat@atee.education) - by 16 June 2025 – 12 PM CET:**

- a Curriculum Vitae et Studiorum,
- a personal statement explaining why they are interested in this position,
- **at least two letters of support (at least one by an institutional member and one by an individual member from different Countries).**

NB. Please note that incomplete applications, applications sent by non-members, applications sent by third parties or with third parties in cc, applications sent to the wrong email address or emailed after the deadline will be rejected.

Applicants are invited to read the following guidelines before sending their applications:

The ATEE Administrative Council (AC) constitutes the executive leadership of the Association, and is responsible for the general management of the Association. This management is achieved through three core managerial positions (the President and legal representative, the Vice President, and the Treasurer) and approximately five additional managerial positions covering issues related to Membership, the ATEE website, representation at the European Commission, the ATEE Conferences and activities, and other issues determined annually.

Being elected to the AC constitutes both a serious commitment and an exciting opportunity for professional development. In order for the ATEE to reap the benefits of the service of AC members, and for the AC members to gain the satisfaction of making meaningful contributions to their own careers and the reputation of the ATEE, there are clear guidelines put in place about the roles and responsibilities associated with Council membership.

The purpose of this document is to provide both a general outline of what is expected of AC members, as well as inspire further dialogue and cooperation within the AC surrounding its mandate and the mandates of individual members.

1. The AC acts as a collegial body with joint responsibility as set forth by the Belgian Civil Code and the Statutes of the Association. Decisions are taken collectively by the AC. Should this rule not be respected, single AC members will be subject to civil and criminal liability as set forth by the Belgian Laws.
2. Members with a conflict of interests will have to abstain from participating in the deliberation and voting.
3. Members of the AC act on behalf of and on the accounts of the Association like a *bonus pater familias*: an AC member must endeavour to perform his/her duty appropriately.
4. The tasks for members of the AC are written in the Statutes and in the Internal Rules. Members of the AC must be fully aware of the content of these two documents and personally ensure that they understand the expectations embodied in them. The Statutes and the Internal Rules have been decided by the General Assembly and have to be accepted.
5. The Administrative Council is a working Board. All members need to share tasks and every member is to receive special tasks to do for ATEE. Progress on these tasks must be presented regularly in the Administrative Council. AC members are expected to work towards the very best possible outcomes for the ATEE, and to show solidarity with the Association.
6. If there is any confusion regarding AC roles, tasks and responsibilities, it is the AC member's responsibility to raise this at the AC meetings. While a position on the AC is a serious and binding commitment, the descriptions of AC roles, tasks and responsibilities should also be seen as 'living documents', which require Council members to negotiate them.
7. It is also expected of AC members to keep in regular contact with the ATEE Secretariat

and the rest of the Council. Members are required to participate in all meetings. If they are delayed for any reason, members must inform the President in good time.

8. Any absence from meetings must be limited to exceptional circumstances and justified. If an AC member fails to participate in the management of the Association, by for example missing too many (i.e. more than two annually) AC meetings without a very credible excuse, this is considered a 'management breach' according to the Belgian law and a breach of the written rules between the parties, e.g. Statutes and Internal Rules. If such a breach ends up resulting in mismanagement within the ATEE, such noncompliant Council members are at risk of personal liability. A management breach is a shortcoming of an AC member in his/her contractual assignment to exercise his/her mandate properly. In order to avoid any liability regarding specific management acts, the AC member who did not attend one meeting should complain about the concerned acts at the following AC. This must be recorded in the minutes.
  
9. As, according to the Statutes, there is no remuneration for members of the AC, members who are elected must be willing to take this leadership position without financial benefit. However, the ATEE does cover the costs associated with AC membership which are connected to travel and accommodation to-and-from meetings according to the travel policy.
  
10. Elected AC members are also to ensure that they do, indeed, have the personal time available to serve the AC. This should be clarified with the employer so as to be able to attend meetings and carry out the assigned tasks. While devoting this personal time to the AC does not result in direct financial rewards, it does result in reputational and professional rewards.