

The Executive Director must have an outstanding record in managing or directing international programmes and cooperation projects which are recognised in the region. He/she shall be appointed by the AUN BOT for a fixed term of 4 (four) years, renewable for another term.

#### **1.3.4 Roles of the Members and Associate Members of AUN-QA Network**

The members and associate members of AUN-QA network shall fulfill, support and participate in AUN-QA programmes and activities. They shall appoint CQOs for their universities and nominate suitable candidates to be trained and performed as AUN assessors.

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Associate Member shall pay an annual membership fee of US\$500 per calendar year.

#### **1.3.5 Functions of the Secretariat**

The Secretariat shall be headed by an Executive Director and have the following functions relating to AUN-QA:

- Plan and organise AUN-QA quality assessment, workshop, programmes, projects and activities;
- Coordinate and monitor AUN-QA quality assessment process, programmes, projects and activities;
- Support the AUN assessors before, during and after the quality assessment;
- Maintain and update AUN-QA documentations; website and social media;
- Accept, check and process application for associate membership;
- Maintain and update the registry of AUN assessors and CQOs; and membership; and
- Ensure the implementation of the policies and directives of the AUN BOT and QA Council.

#### **1.3.6 Panel of AUN Assessors**

AUN-QA has established a pool of CQOs and professionals who serve as panel of AUN assessors in actual quality assessment. From time to time, the AUN-QA Secretariat will invite or request AUN-QA members and associate members to nominate CQOs and staff to be considered for appointment to the panel of AUN assessors. Suitably qualified candidates are requested to submit curriculum vitae and the names of two referees. In selecting the assessor, consideration should be given to the assessor's competence and personal attributes in addition to education and work experience. The minimum requirements of an assessor to be appointed to the panel of AUN Assessors are listed below.

##### Education and Experience