

[As at June 2019]

Process for appointment of the Chair of the Condensed Matter and Materials (CMM) topical group of the Australian Institute of Physics (AIP):

1. The Chair and committee of each Annual CMM Meeting will act as the Chair and committee of the CMM topical group for the year leading up to that meeting.
2. In years where the Annual CMM Meeting is to be held in New Zealand, an Australian representative will be sought to take on the role of Chair of the CMM topical group.
For this purpose, the outgoing Chair will call a meeting during the current Annual CMM Meeting.
3. Given that the Chairs of topical groups do not have voting rights at the Council Meeting of the AIP (see 6 below), they need not be financial members of the AIP.

Advantages of this approach:

4. The process is mostly automatic.
5. Representation is spread over senior CMM researchers with a range of research backgrounds and opinions (for example, regarding the needs of the Australian CMM community and where Australian CMM research is heading).

Prime duty of the Chair of the CMM topical group

6. The Chair will attend the Council Meeting of the AIP as representative of the CMM topical group
The Council Meeting is typically held prior to or shortly after the Annual CMM Meeting.

Possible additional tasks

7. Organising a mail out (using the Annual CMM Meeting participant mailing list) to seek advice from the CMM community on important AIP issues (e.g items 8 and 9 below)
8. Assisting the CMM Program Committee of the biannual National AIP Congress in identifying possible invited and contributing CMM speakers
9. Representing the CMM community at an occasional special AIP meeting (e.g. regarding the Physics Decadal Plan).