

## The Postdocs of Cambridge (PdOC) Society

# Committee Roles and Descriptions

## Introduction

PdOC society committee members have the ultimate responsibility for directing the activity of the PdOC society, ensuring it is well run and delivering the outcomes for which it has been set up.

The elected PdOC Society Committee should provide leadership to the PdOC society by:

- Setting the strategic direction to guide and direct the activities of the organisation;
- Ensuring the effective management of the organisation and its activities; and
- Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values.

**Note:**

PdOC committee meetings are usually held in the evening at the Mill Lane Postdoc Centre, with food provided.

## President

The President plays a key role in the PdOC society and in the PdOC society **Management Committee**. The President acts as a figure head for the society and also ensures that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. The President of PdOC must be a current postdoc of the University of Cambridge or in one of its University Partner Institutions.

### **Duties and responsibilities**

The responsibilities of a Chairperson can be summarised under three areas:

1. To represent the PdOC society.

The President may from time to time be called upon to represent the PdOC society and sometimes be its spokesperson at, for example, meetings with senior University and college officials and participation in University Committees where required.

2. To ensure the PdOC Management Committee functions properly.

The President fulfills the role of Chair presiding at **PdOC management committee** meetings. He/she is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The President must make the most of all his/her committee members and 'lead the team'. This also involves responsibility for identifying and managing the agreed process for renewal of the Committee through recruitment of new members.

3. To ensure the organisation is managed effectively.

The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

## Vice- President

### *Duties and responsibilities*

1. To represent the PdOC society.

The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

The Vice-President plays a key role in supporting the PdOC President and sharing the President's roles where appropriate. The Vice-President will chair the PdOC Society Management Committee in the absence of the Chair. The Vice-President of PdOC must be a current postdoc of the University of Cambridge or in one of its University Partner Institutions.

The Vice-President may along with, or instead of, the President, from time to time be called upon to represent the PdOC society and sometimes be its spokesperson at, for example, meetings with senior University and college officials and participation in University Committees such as the Office of Postdoctoral Affairs (OPDA) management and steering committee.

2. To support and substitute the PdOC President in carrying out his/her duties as outlined above

# Treasurer

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the **Management Committee** to safeguard the organisation's finances. The treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and University requirements for a University society.

## Duties and responsibilities

Main responsibilities of the Treasurer

### 1. General financial and constitutional oversight

- Oversee and present budgets, accounts and financial statements to the management committee
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of a University of Cambridge society
- Ensure compliance with any relevant legislation and constitutional obligations.

### 2. Funding and fundraising

- Advise on the organisation's fundraising strategy
- Ensure use of funds complies with conditions set by funding bodies
- Ensure effective monitoring and reporting

### 3. Financial planning and budgeting

- Liaise with the PdOC committee and working groups (sub-committees) to prepare and present budgets for new or ongoing work
- Advise on financial implications of future PdOC activities

### 4. Financial reporting

- Present a report on PdOC's financial position at each Committee meeting
- Prepare end of year accounts for audit and liaise with an auditor, as required
- Present accounts at the AGM

### 5. Banking, book-keeping and record-keeping

- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Ensure everyone handling money keeps proper records and documentation

### 6. Manage the finance subcommittee

Chairs and provide leadership to the **Finance subcommittee**. This provides an opportunity for those with no experience of finance matters to develop their knowledge and skills.

### 7. To represent the PdOC society.

The Treasurer may be called upon to represent the PdOC society, for example, meetings with senior University and college officials and participation in University Committees where required, especially related financial matters.

# Society Secretary

The role of the Secretary is to support the **President** and **Treasurer** in ensuring the smooth functioning of the Management Committee.

## Duties and responsibilities

The responsibilities of the Secretary of the PdOC Committee:

### 1. Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.

### 2. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the committee and (where relevant) ordinary members of the organisation.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

### 3. Upholding legal and constitutional requirements shared with the **Treasurer**

- Acting as custodian of the organisation's governing documents
- Checking quorum is present at meetings
- Ensuring elections are in line with procedures outlined in the society's constitution
- Ensuring organisation's activities are in line with its objects
- Ensuring that required documents are provided to University offices as required

### 4. Communication and correspondence

- Responding to committee correspondence
- filing all committee correspondence received and copies of replies sent
- keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and
- Preparing a report of the organisation's activities for the year, for the **Annual General Meeting**.

## Social and Networking Events Officer

### Duties and responsibilities

- To chair and lead the Social and Networking Events subcommittee .
- To report to the monthly PdOC management committee on the activities of the Social and Networking events subcommittee.
- To plan, deliver and evaluate PdOC society social events. This includes identification and booking of suitable activities and venues (including College venues), ordering catering and speakers/trainers/entertainment where appropriate.
- To organise the regular PdOC welcome events.
- To liaise with the **Treasurer** to plan the full costings of events, including charges to PdOC members.

## Researcher Development Initiatives Officer

### Duties and responsibilities

- To chair and lead the Researcher Development Initiatives
- To report to the monthly PdOC management committee on the activities of the Researcher Development Initiatives.
- To plan, deliver and evaluate PdOC society RD events. This includes identification and booking of suitable activities and venues (including College venues), ordering catering and speakers/trainers/entertainment where appropriate. To liaise closely with the Social and Networking Events Officer in planning the events.
- To ensure compliance with the Society's understanding of the University's Postdoctoral Research Development agenda
- To liaise with the **Treasurer** in planning the full costings of events

## University Policy and Representation Officer

### (ex-officio membership of RDC postdoc reps)

### Duties and responsibilities

- To chair and lead the University representation and policy subcommittee
- Obtain views and feedback from postdocs
- To liaise with the Researcher Development Initiatives Officer
- Liaise with Research Development Committee, Director of Postdoctoral affairs and other University bodies who manage postdoctoral issues.
- Attend meetings with senior University and college officials and participation in University Committees where required.
- Lobby to increase the participation of Postdocs on Departmental and University Committees.
- To create and manage small policy/representation events/forums
- To report to the monthly PdOC management committee whenever policy matters relevant to the PdOC society arise.

## Communications Officer

### Duties and responsibilities

- To chair and lead the and Communications subcommittee
- To report to the monthly PdOC management committee on the activities of the Communications subcommittee.
- Write and distribute weekly newsletter to the PdOC membership and mailing list.
- Write and edit content for PdoC website and social media presence (facebook and twitter)
- To liaise with the Marketing Officer

## Marketing Officer

### Duties and responsibilities

- To chair and lead the Marketing subcommittee
- To report to the monthly PdOC management committee on the activities of Marketing subcommittee.
- Maintain and update PdOC brand
- Design and maintain the marketing literature for PdOC society, including posters, leaflets, banners etc.
- To liaise with the Communications Officer

## College Affiliation Officer

### Duties and responsibilities

- To create awareness of postdoctoral College affiliations and supporting Postdocs who apply for these, *e.g.* advertising College Affiliations on the newsletter; the guide to Postdoctoral Affiliations on the website.
- Encouraging Colleges to increase the number and improving the quality of College affiliations for Postdocs by talking to Colleges representatives in various fora.
- Supporting Colleges to improve integration of Postdocs after they are affiliated *e.g.* working with the OPdA initiative of a College postdoc representative network and other contacts in Colleges.
- To inform postdocs (via newsletter) of current opportunities
- To provide guidance to the Cambridge Colleges on development of postdoctoral provision where requested.

## Society Membership Officer

### Duties and responsibilities

- Maintain the PdOC mailing list of society members and the mailing list for Society committee members
- To liaise with the Society Secretary and the Marketing and Communications Officers

## Welfare Officer

### Duties and responsibilities

- Champion postdoc health, wellbeing and family support
- Represent postdocs on the University Health & Wellbeing Working Group
- Organise relevant events, like yoga classes, mindfulness sessions, info sessions on mental health topics, social events for families
- Liaise with staff support services like Occupational Health, Staff Counselling, Childcare Office, University Wellbeing Champion etc
- Suggest and/or organise events relevant and accessible to postdocs during the University Festival of Wellbeing
- Welfare is a very broad area so this role can be tailored to the interests of the role holder.

## Equality & Diversity Officer

### Duties and responsibilities

- Champion equality, diversity and inclusion for postdocs
- Seek to understand the factors that disadvantage some groups of postdocs at the University of Cambridge and represent these, along with possible solutions, to University offices/groups.
- Represent postdocs on the University Equality & Diversity Committee. This Committee is at quite a high level in the University, so it offers a good platform for addressing issues.
- Liaise with the University Diversity Networks: <https://www.equality.admin.cam.ac.uk/diversity-networks>

## General Committee members (without portfolio)

### Duties and responsibilities

- To attend meetings of the PdOC society committee (approximately 1 per month) plus AGM
- To play an active role in the PdOC society committee supporting the named role holders.
- To join a subcommittee(s) of your choice led by one of the PdOC Society Committee members. Subcommittee meetings are arranged by the head of each subcommittee.
- To act as the accountable mechanism for PdOC, as a University Society, to be held responsible to its members and the University.
- To contribute to the strategic direction of the PdOC society.