

PdOC Committee Roles and Role Descriptions

Annual General Meeting 2017

Introduction

The 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 aims of the PdOC Society are to:

- Represent Postdocs from all Faculties, Schools and Departments at the University of Cambridge and University Partner Institutions (UPIs).
- Facilitate communication and networking between Postdocs both within the Departments and across Faculties and the wider University community.
- Provide information and support so that Postdocs can make the most of their time at Cambridge.
- Create a social and intellectual network for Postdocs throughout the University.

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.

President

The President plays a key role in the PdOC Society and in the PdOC Society Management Committee. The President acts as chairperson, primary representative and 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 and must have served at least 6 months on the Committee before being elected as President.

Duties and responsibilities

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.

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

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.

Duties and responsibilities

1. To represent the PdOC society.

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

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 (subcommittees) 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, lodgments & 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.

Secretary

The role of the Secretary is to support the President and Treasurer in ensuring the smooth functioning of the Management Committee. This role may be filled by the Postdoctoral Staff Co-ordinator.

Duties and responsibilities

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 monthly meetings of the Social and Networking Events Subcommittee. This includes setting a time and place for the meeting, setting the agenda, and writing minutes up after the meeting.
- To report to the monthly PdOC Committee on the activities of the Social and Networking events subcommittee.
- To work with the PdOC Committee and postdocs to plan, deliver and evaluate PdOC society social events.

The Events Officers do not have to run all of the society's events! Events can be ran by any postdoc and are typically run by members of the Events Subcommittee. Rather, the events officers run a few events of their own and oversee the planning of other events.

Organising an event involves booking suitable activities and venues (including Cambridge Colleges), ordering catering if appropriate, liaising with the Treasurer over the cost of the event, liaising with the Communications team to advertise the event and registration, and enjoying the event on the day.

Common events include a monthly pub night, recurring social events such as cinema nights and restaurant nights, day trips, tastings (e.g. wine or chocolate tasting), and family events. The society also has regular formal dinners throughout the year at Cambridge Colleges.

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 Representation and Policy Officer

Duties and responsibilities

- Obtain views and feedback from postdocs
- To liaise with the Researcher Development Initiatives Officer
- Lobby to increase the participation of Postdocs on Departmental and University Committees.
- Attend meetings with senior University and college officials and participation in University Committees where required.
- To organise small policy/representation events/forums
- 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 PdOC Communications and Marketing subcommittee
- To report to the monthly PdOC management committee on the activities of the Communications and Marketing subcommittee.
- To write and distribute the weekly newsletter to the PdOC membership and mailing list.
- Liaise with the Events Officers and Secretary in maintaining and updating the PdOC website.
- Lead the writing and editing of content for the PdOC social media presence (including Facebook and Twitter).
- To liaise with the Marketing Officer

Marketing Officer

Duties and responsibilities

- To chair and lead the Communications and Marketing subcommittee alongside the Communications Officer.
- To report to the monthly PdOC management committee on the activities of the Communications and Marketing subcommittee.
- Maintain and update PdOC brand
- Design and maintain the marketing literature for PdOC society, including posters, leaflets, banners etc.
- Design and maintain other PdOC branded literature, including electronic templates for formal letters, reports, meeting agendas, minutes, presentations, etc.
- To liaise with the Communications Officer

College Affiliation Officer

Duties and responsibilities

The College Affiliation Officer (CAO) has a pivotal role in the development of suitable channels of communication and collaboration between Colleges and the PdOC Community. This includes the organization of events and discussion groups that will promote more PdOC involvement in the collegiate life. In addition, the CAO is responsible for maintaining an online database of opportunities for postdoctoral fellowships and affiliations at the 31 Cambridge Colleges. Last but not least the CAO is responsible for providing guidance to the Cambridge Colleges on the development of postdoctoral provisions 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
- Act as a point of contact for postdocs and research staff with society membership queries

Welfare Officer

Duties and responsibilities

- To represent the views and the rights of postdocs regarding health, well being, family needs, housing and safety.
- Liaise with university welfare services, representing postdoc interests in relation to the services.
- To liaise with the PdOC events subcommittee to deliver activities to promote the well being of postdocs, including activities to support the families of postdocs.

- Liaise with Society President and Vice-President on welfare issues.

Committee member (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 sub-committee(s) of choice, or as requested by the President.
- 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.
- To advance awareness about PdOC and its activities in one's department's postdoctoral community