

# Iowa State University Postdoctoral Association (ISUPDA)

## Officer Position Descriptions

### **Officer Positions:**

- President (1 seat)
- Vice-President (1 seat)
- Secretary (1 seat)
- Treasurer (1 seat)
- IT Coordinator (1 seat)
- Graduate Council Representative (2 seats)
- University Committee for Women and Gender Equity Representative (1 seat)
- Midwest postdoc forum representative (1 seat)
- College Representative (unlimited seats)
- Social Activities Manager (1 seat)

### **Position Descriptions:**

#### **President:**

- Defines the overall vision and direction of the ISUPDA and is responsive to input from officers of the executive board.
- Serves as the point of contact for the ISUPDA for any official communications. The president will also be a liaison between the ISUPDA and the faculty/administration/students, and monitors the morale and treatment of ISU postdocs.
- Organizes and runs ISUPDA executive committee meetings (monthly). Should ensure that all members of the executive board have the opportunity to provide input at meetings.
- Updates the postdoctoral community on recent issues addressed by the ISUPDA and future events during general meetings.
- Recruits volunteer postdocs for service on the executive board.
- At the beginning of the term, works with the treasurer on a budget for the year.
- Contributes to the organization of social/professional events hosted by the association.

Necessary skills: The president should have strong leadership and people skills and be aware of the needs and concerns of postdocs. The president should possess the ability to work well with others, delegate tasks, and be receptive to input from the executive board, the graduate college and other parties that are interested in postdoc issues while defining the goals of the association. The president should also make time to attend all meetings and handle phone and email communication.

#### **Vice-president:**

- Works closely with the president as a collaborator, and should be well versed in all ongoing projects and the vision of the association, as defined by the president. In the event that the president steps down, the vice-president must be able to take over the responsibilities and lead the association.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The vice-president should have similar skills as the president (strong leadership, people and communication skills). The vice-president should also make time to attend all meetings and handle phone and email communication.

**Secretary:**

- Records meeting minutes during the monthly executive board meetings and disseminates them shortly after each meeting.
- Advertises association events to postdocs.
- Maintains the email list and distributes emails when appropriate.
- Orders food for association events.
- Gathers and compiles reports on ISUPDA events.
- Recruits volunteer postdocs for service on the executive board.
- Prepares and disseminates meeting agendas at least one day before the meeting.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The secretary serves as the main point of communication in the executive board. Thus, the secretary should have strong writing, organizational, and management skills. The secretary should also make time to attend all meetings and handle phone and email communication.

**Treasurer:**

- Records income and disbursement of all association funds.
- Handles all financial transactions and submits a yearly budget.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The treasurer should have strong communication, organizational, management and negotiation skills. The treasurer should also understand the priorities of the ISUPDA so that their advice can be tailored accordingly to the needs of the association. The treasurer should also make time to attend all meetings and handle phone and email communication.

**IT Coordinator:**

- Regularly updates the ISUPDA website with information including but not limited to officer biographies, events, constitution, and other resources for postdoctoral scholars.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The IT coordinator should be proficient in website design, attend all meetings and handle email communications.

**Graduate Council Representative:**

- Attends monthly graduate council meetings and reports relevant issues to the executive board via email or at monthly meetings.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The graduate council representative should have strong communication skills and knowledge of the issues relevant to the ISUPDA in order to address those issues during officer meetings and graduate council meetings. The graduate council representative should also make time to attend all meetings and handle email communications.

**University Committee for Women and Gender Equity Representative:**

Attends University Committee for the Advancement of Women and Gender Equity meetings and reports relevant issues to the ISUPDA executive committee via email or at monthly meetings.

- Represents interests of women and Gender Equity in the university community especially with regard to postdocs.
- Is a point of contact between the University Committee on Women and Gender Equity and the ISUPDA executive committee.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The University Committee for women and gender equity representative should have strong communication skills and knowledge of the issues relevant to women in the ISU postdoc community in order to address those issues during University Committee on Women meetings. The University Committee on Women representative should also make time to attend all meetings and handle email communications.

**Midwest postdoc forum representative:**

- Attends meetings with other postdoctoral representatives from the Midwest region and report to the ISUPDA executive committee via email or during meetings.
- Leads the organization of the Midwest Postdoctoral Symposium if such event is to be held at Iowa State University. If this event is not held at Iowa State University, the Midwest postdoc forum representative will promote the event details (location, date...) to the postdoctoral community in a timely fashion.
- Attends the annual national postdoc association national meeting.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The Midwest postdoc forum representative should have strong communication and networking skills and be aware of the issues relevant to the ISUPDA and the postdoctoral community. : The Midwest postdoc forum representative should attend all meetings and handle email communication.

**College representative (unlimited seats):**

- Is a point of contact between their department/college and the ISUPDA executive committee.
- Reports issues encountered by postdocs to the rest of the executive committee.
- Recruits volunteer postdocs for service on the executive board
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: College representatives should have strong communication skills. They should attend all meetings and make time to attend all meetings and handle email communication.

**Social activities manager (1 seat):**

- Organizes and promotes social events for the postdoctoral community at least once a month.
- Recruits volunteer postdocs for service on the executive board.
- Contributes to the organization of social/professional events hosted by the association.
- Attends ISUPDA executive committee meetings (monthly).

Necessary skills: The social activities manager should have strong social and communication skills. The social activities manager should also make time to attend all meetings and handle email communication.