



---

## ***QAAFI Early- and Mid-Career (EMCR) Association's Executive Committee Terms of Reference***

### ***1. Purpose***

The QAAFI EMCR Association will elect an Executive Committee to oversee the Association and provide advice to the QAAFI Management Committee.

The Executive Committee, on behalf of the Association, will:

- Make recommendations to the QAAFI Director and Management Team on issues relating to Early- and Mid-Career Researchers (EMCRs).
- Provide input to QMT on a strategic action plan to ensure an equitable and inclusive culture for EMCRs in QAAFI, ensuring that this plan also addresses relevant focus areas outlined in UQ's Strategic Plan, UQ's EMCR Committee and other relevant strategic actions plans. The Executive Committee will lead QAAFI in adopting these principles within their policies, practices, action plans and culture.
- Establish and promote an EMCR Support/Advocacy group
- Contribute to the identification and implementation of proactive strategic mechanisms to mitigate funding-related challenges impacting ECRs (retention, promotion and progression) Monitor the ongoing success of these initiatives, identifying impediments to progress, and develop appropriate strategies to address these issues.
- Provide a forum for broad discussion and consultation regarding EMCRs within QAAFI.
- Develop and promote a culture of inclusiveness within QAAFI, and ensure shared values are reinforced through proactive communications to QAAFI staff and students
- Raise awareness of barriers experienced by EMCRs.
- Work in partnership with other EMCR Committees and groups across the University to share best practice and ensure alignment with University-wide initiatives.

### ***2. Membership of the Executive Committee***

Members will be open to QAAFI staff and students or QAAFI affiliates who are advocates for EMCRs with the capability to deliver on Executive Committee decisions.

Membership of the QAAFI EMCR Association's Executive Committee will be for one calendar year. The President will declare all positions vacant at the end of the calendar year and call for nominations for the next year. Past committee members may renominate for a position on this committee.

The Executive Committee will strive to achieve inclusiveness and balance across the QAAFI staff and student community, mindful of gender equity, demographics, geographical site and QAAFI Centre

### 3. *Positions and Roles*

The President, Vice-President, Secretary and Treasurer will be self-nominated and confirmed by the QAAFI EMCR Association.

The *President* will provide focus and direction for the QAAFI EMCR Association, including:

- Following the yearly Strategic Plan to ensure tangible outcomes are achieved
- Draft next year's Strategic Plan for the Executive Committee approval
- Liaise with the QAAFI Management Team and QAAFI Operations Manager with the necessary issues
- Communicate regularly with the QAAFI EMCR Association
- Host monthly meetings

The *Vice-President* will:

- Assist the President drafting the yearly strategic plan
- Host monthly meetings as needed
- Undertake the duties of the President in the event that the President is unavailable

The *Secretary*, in consultation with the President, will provide necessary administrative support, including:

- Preparation of meeting agendas and papers and distribution to Executive Committee Members at least 3 business days prior to the meeting
- Recording minutes and action items for distribution to Executive Committee Members no later than 10 business days following the meeting
- Assist the Treasurer in developing a budget in line with the strategic plan
- Be responsible for the organisation of EMCR events under the guidance of the President, Vice-President and/or Treasurer as required

The *Treasurer* will have oversight and responsibility for the budget of the QAAFI EMCR Association, including:

- Develop and submit for approval to the QAAFI Management Team an annual budget in line with the strategic plan
- Liaise with the Finance Professional Services Team on accounts payable, and the provision of financial reports, clearly identifying all expenditure
- Advise the President, Vice-President and Secretary of any issues arising with regards to the budget

*QAAFI Centre Representatives* are asked to report to their Centres at the bi-annual Centre meetings and report back to the Executive Committee on Centre related EMCR discussions.

Executive Committee members are expected to read all agenda papers prior to each meeting, contribute to discussions of agenda items, inform other members of relevant issues, and provide feedback where required. Executive Committee members may also be asked to organise events as identified in the Strategic Plan or ad hoc activities as they arise. A key role for Executive Committee members is to disseminate, where appropriate, the discussions and decisions of the Executive Committee to QAAFI and/or EMCRs.

Members must provide the Executive Committee Secretary with documents for consideration of the Executive Committee 4 business days prior to the meeting.

Executive Committee Members must, at all times, respect people's privacy and ensure issues or information of a sensitive nature is kept confidential.

#### *4. Governance and Reporting*

The QAAFI EMCR Association's Executive Committee will make recommendations to the QAAFI Management Team and will have oversight of the implementation and monitoring of success towards supported initiatives.

Quorum at the Executive Committee meetings is 50% of Executive Committee Members present at the meeting (or vote sent in absence).

The Executive Committee will meet monthly with the exception of January. The President or other Executive Committee Members may call additional meetings periodically to discuss special issues or events.

The Executive Committee will communicate regularly with QAAFI staff and students on issues relevant to EMCRs, and progress updates on the achievements and initiatives undertaken.

#### *5. Further Details*

Version : 202100321

Custodian: QAAFI EMCR Association

Contact: qaafi\_emcr@uq.edu.au

Approved by: QAAFI Management Team

Date: 9<sup>th</sup> March 2021