

KEY DUTIES

Full set of duties is available in the **RPA Staff Assembly** per request.

EXECUTIVE BOARD

PRESIDENT

The duties of the President shall be to:

- Preside at all regular and special meetings of the Staff Assembly and the Executive Board.
- Nominate, in consultation with the Executive Board, representatives to serve on all University committees when Staff Assembly presence is requested.
- Vote only in the case of a tie vote during Board meetings.
- Call meetings.
- Meet regularly with key campus administrators to discuss issues of importance to postdocs.

VICE PRESIDENT

The duties of the Vice President (President-Elect) shall be to:

- Perform the duties and exercise the powers of the President in the absence of the President.
- Attend all meetings with major campus officials and other supporters of Staff Assembly.
- Serve as the main contact for all major corporate sponsors throughout the year and at major Staff Assembly events.
- Attend committee meetings as needed.
- Meet regularly with key campus administrators to discuss issues of importance to postdocs.



TREASURER

The duties of the Treasurer shall be to:

- Maintain all necessary records pertaining to receipt and disbursement of funds which accrue for use by the Staff Assembly.
- Report the status of the accounts at each General Meeting of the Executive Board and the Staff Assembly.
- Provide the Executive Board with a proposed budget for the following year based on anticipated expenditures.
- Coordinate the funding needs for the various committees and events.
- Collect and maintain records of all donations to Staff Assembly.
- Work with Graduate Division Financial operations to maintain RPA accounts, request reimbursements, and ask for updated financial reports.

SECRETARY

The duties of the Secretary shall be to:

- Correspond and keep such records as may be required.
- Announce, record, transcribe, and distribute proceedings of Executive Board, special, and general meetings.
- Maintain official records and reports, in print copy and in online file storage as relevant and appropriate.
- Procure supplies, as needed, for the Staff Assembly Board, including, but not limited to uniforms, nametags, manuals.
- Create and set all agendas for Staff Assembly board meetings.
- Update folders and files on Google Docs or whichever online file storage system to be used by Staff Assembly as determined by the Board.



NON-EXECUTIVE BOARD

SOCIAL CHAIR

The duties of the Social Chair shall be to:

- Organize Postdoc Hour events, including scheduling the speaker, room reservations, and provide information for advertising.
- Purchase food and beverages before Postdoc Hour, as well as providing receipts to the Treasurer for reimbursement.
- Make sure everything is set up and the room is open for use for Postdoc Hours.
- Organize additional social activities as participation and desire dictate.
- Help provide logistical support for trips/activities proposed by any member of the association.

COMMUNICATIONS DIRECTOR

The duties of the Communications Director shall be to:

- Work with the Social Chair to prepare fliers and e-mails for all events and distribute material a minimum of 24 hours prior to the event (except in the case of weekly repeating events, in which time a minimum of 3 hours is appropriate).
- Keep social media accounts (Twitter, Facebook, Instagram, etc.) current.
- Keep the calendar of events current and easily accessible.
- Work with the President and Graphic/Web Design Representative in preparing content for the RPA website.

SYMPOSIUM DIRECTOR

The duties of the Symposium Director shall be to:

- Spearhead finding a keynote speaker and arranging speakers for the annual/biennial postdoc symposium.
- Work with the Vice President to organize a vendor show and when necessary to raise funds for the symposium.
- Contact Department Chairs currently hosting postdocs to explain the value of the association, offering ways we may help, and requesting support for either general funds or symposium funds.



GRAPHIC/WEB DESIGN REPRESENTATIVE

The duties of the Symposium Director shall be to:

- Prepare graphic designs for flyers, the RPA website and social media.
- Work with Communications Director to procure content for the designs.
- Help maintain and update RPA website.

