

UWPA Executive Council Member Responsibilities

President

The President of the UWPA sets the mission and vision for the Association, manages the activities of the executive committee (Vice President, Treasurer, Secretary, and Communications Director), and provides ultimate oversight for all facets of the organization. The President is the chief liaison with the Office of Postdoctoral Studies and other University entities, representing UWPA and campus postdocs at campus events. Regular duties involve leading UWPA monthly meetings, and coordinating/organizing UWPA events (primarily via email). Time commitment is on average 1 hour/week on correspondence (email), 2 hours/month in meetings, a minimum of 3 evening events to attend/year and occasional speaking/presenting duties on behalf of the organization and campus postdocs.

Vice President

UWPA Vice President is responsible for fulfilling all the duties of President during any absence of the President and will assume the office of the President in the event of a resignation. The Vice President works with the President to oversee all ongoing projects and is responsible for helping other UWPA executive council members when needed. The Vice President directly oversees the Diversity and Inclusion Committee, which provides resources and organizes events that support members of groups traditionally underrepresented in academia, as well as the International Committee, which addresses the needs of the substantial number of non-US-citizen postdoctoral scholars. If either of those committees is without a committee chair, the Vice President becomes interim head until a suitable replacement is found. Time commitments for correspondence and meetings are comparable to the President.

Treasurer

The UWPA Treasurer is in charge of managing the UWPA budget, writing grants to receive funding for various UWPA events, and overseeing other fundraising opportunities, including sponsored happy hours and meetings with local businesses. The treasurer submits budget requests to relevant University departments (e.g., the Graduate School or Office of Postdoctoral Studies), reports all income and expenses to the Executive Council for approval at meetings, and maintains financial records of all association expenditures. The treasurer is responsible for handling catering, making reservations for UWPA events, and overseeing all major spending that occurs through the UWPA. The Treasurer directly oversees the Symposium Committee, which is responsible for organizing and planning the annual UWPA symposium, and the Mentor Awards Committee, which selects postdoc mentors to be honored at the annual postdoc post-holiday celebration. The majority of the treasurer's duties occur prior to the Postdoc Appreciation Week (in September) and the UWPA Postdoc Post-holiday party (in January). The Treasurer may also co-write grants with the UWPA President and solicit donations from companies throughout the rest of the year.

Secretary

The UWPA Secretary is primarily responsible for arranging the time and date of monthly UWPA meeting, arranging the agenda for the meetings, and taking minutes during the meetings. Outside of UWPA meetings, the secretary will also help coordinate and oversee the activities of both the Social and Public Outreach Committees. The Social Committee, coordinates both recurring social events (happy hours) as well as day trips and special events for postdocs. The Public Outreach Committee plans and organizes UWPA participation in pre-existing UW Madison outreach events (i.e. Wisconsin Science Festival and/or Saturday Science

Expeditions). Time commitment for this position is roughly 2-3 hours per month split between UWPA meetings, email correspondence, and attendance at social events.

Communications Director

The UWPA Director of Communications handles internal and external communications for the UWPA. This includes, but is not limited to: assisting in the maintenance of the UWPA website, managing and sending out notifications to the UWPA email listerv, and managing the UWPA social media pages. The Communications Director will also head up the Communications committee and oversee the UWPA Orientation Program (Badger Buddies), which matches current postdocs with incoming postdocs to aid in the transition to UW Madison. Time commitment is anticipated at 2-3 hours per month, spent primarily at UWPA monthly meeting, sending emails and updating the website and social media sites.