

Amendment to University of Wisconsin-Madison Postdoc Association Constitution 2022

This document amends Article IV: Executive Council to reflect current Executive Council positions and responsibilities of the UWPA.

The Executive Council is comprised of the leadership of the UWPA and is responsible for fulfilling the mission of the UWPA. The Executive Council is comprised of the elected Executive Council officers including the President, Vice President, Treasurer, Secretary, and Communications Director, and the unelected standing committee chairs. All elected Executive Council members provide oversight of a single UWPA committee except the President.

Section 1. Executive Council Officers and Responsibilities

1. **President.** The President is responsible for shaping and fulfilling the mission and vision of the association, managing the activities of the Executive Council, and providing ultimate oversight over all UWPA activities. In addition, the President is the chief liaison between the UWPA and the Office of Postdoctoral studies or other entities. This role shall be held by a single individual.

Regular duties include:

- Leading the UWPA monthly Executive Council meetings
- Delegating responsibilities for the planning and coordinating of UWPA activities
- Serving as the UWPA representative to the BIG10+ PDA (Big Ten Plus Postdoc Alliance)
- Providing opening remarks at major UWPA events
- Coordinating the annual Executive Council elections in June
- Organizing the Executive Council retreat at the end of June to welcome new Executive Council officers and celebrate the Executive Council's achievements
- Reviewing applications for the postdoc representatives to the Office of Postdoctoral Studies Advisory Committee

2. **Vice President.** The Vice President is responsible for fulfilling all the duties of the President during their absence and will assume the Presidency in the event of the President's resignation. In addition, the Vice President provides oversight of the UWPA committees in general, and specific oversight of at least one UWPA committee.

Regular duties include:

- Overseeing the establishment of UWPA committees including the Annual Postdoc Research Symposium committee and the Celebration of Postdoc Excellence committee
- Recruiting committee chairs and members as needed
- Providing oversight of any committee not managed by another Executive Council member due to the Executive Council member's absence or resignation

3. **Treasurer.** The Treasurer oversees the management of the UWPA budget and fundraising. The Treasurer is also responsible for providing oversight to at least one UWPA committee.

Regular duties include:

- Submitting budget requests to the Office of Postdoctoral Studies and other sponsors for pre-approval
- Reporting all income and expenses to the Executive Council for approval at monthly Executive Council meetings
- Maintaining financial records of all association expenditures.

- Coordinating catering, room, and audiovisual reservations for major UWPA events in collaboration with the committee leading the activity
 - Overseeing all major spending that occurs through the UWPA
 - Securing sponsorship for UWPA activities
4. **Secretary.** The Secretary is responsible for coordinating the monthly Executive Council meeting, organizing UWPA records, and coordinating the timing of UWPA activities. In addition, the Secretary provides backup to the Communications Director when needed. The Secretary is also responsible for providing oversight to at least one UWPA committee.

Regular duties include:

- Scheduling the monthly Executive Council meeting, collecting agenda items in advance of the meeting from Executive Council officers and committee chairs, and taking the meeting minutes
 - Liaising with the Executive Council and committees to schedule activities in a coordinated manner
 - Organizing UWPA records to ensure association continuity including providing access to the UWPA shared drive and ensuring committees save files to appropriate locations
5. **Communications Director.** The Communications Director is responsible for UWPA communications. The Communications Director is also responsible for providing oversight to at least one UWPA committee.

Regular duties include:

- Updating the UWPA website
- Monitoring account activity and posting to the Badger Postdocs Twitter and Facebook accounts
- Monitoring account activity, managing channels, and posting to the Badger Postdocs Slack workspace
- Monitoring and responding to messages coming into the UWPA email account
- Sending UWPA promotional emails created by the Executive Council

Section 2. Election of the UWPA Executive Council Officers

The offices of the President, Vice President, Secretary, Treasurer, and Communications Director shall be elected annually in June prior to the start of the fiscal new year on July 1st. All postdocs present at the election meeting are eligible to vote in the election of the new officers. A simple majority determines who is elected to the position.

Section 3. Standing Committee Chairs and their Appointment

The UWPA Executive Council includes the chairs of the committees which organize UWPA activities. The formation of new committees is overseen by the Vice President. Committee chairs are volunteers who are appointed by the President and Vice President and only require a vote of the Executive Committee if there is an objection to the nominee being appointed.