

# WREN Committee Roles

## Portfolio Duties

This document aims to let network members and committee members understand the roles and responsibilities to be carried out by the Committee. It is to ensure the sustainable operation of the network, meet the mission of the network and bring benefits to the network members.

### Chair

- Act as a spokesperson of the network.
- Chair meetings.
- Lead and provide strategic direction to the committee.
- Ensure all duties delegated to others are carried out.
- Maintain key relationships with stakeholders within and external to the network.
- Lead the sourcing of funding and sponsorship opportunities, and liaise with the Committee to ensure the operation and longevity of the network collectively.

### Vice-Chair

- Lead meetings when the Chair is not present.
- Assume the role of Acting Chair in the absence of the Chair.
- Provide advice and mentoring, under the guidance of the Chair, to the Committee on matters related to the committee's operations.
- Support the Chair with leadership duties and decision-making, including the transfer of knowledge and history, to ensure longevity and upkeep of best practices in the network.

### Secretary

- Administer committee meetings by preparing and circulating agendas and minutes.
- Respond to ad hoc correspondence through the network's email account.
- Record the network's activities through an annual report.
- Collect statistics on the network's engagements with members and the wider community.

### Treasurer

- Handle all financial matters of the network.
- Manage budgets and monitor the network's revenue and expenditure.

### Country Subcommittee Lead

- Act as a delegate and point of contact with key stakeholders within their respective country.
- Lead their respective country's Sub-Committee.
- Share matters relevant to their university and country.
- Coordinate activities hosted in their respective country.
- Liaise with the Communications and Content Officer to promote country-specific events.

### Events Lead

- Plan and execute events of the network to further the network's mission.
- Create an Event Calendar, featuring the Annual Symposium, workshops and panels, and liaise with the Committee on topics and dates.
- Create and implement event plans that are on schedule and within budget.
- Create and manage event registration pages and monitor registration progress on the network's platform, Humanitix.
- Manage communications with registrants, invited speakers and other stakeholders.
- Liaise with the Communications and Content Officer for the promotion of events via the network's communication channels.

## Communications and Content Officer

- Develop, manage and implement communication and member engagement strategies to promote the network.
- Manage the content and communication to promote the network.
- Coordinate the production of digital content and media with the Newsletter Curator, Website Coordinator and Social Media Coordinator.
- Liaise with the Country Sub-Committee to collect content.

## Newsletter Curator

- Deliver a monthly newsletter, summarising the network's activities, research highlights by women research engineers and news about gender equality via the network's email marketing platform, Campaign Monitor.
- Deliver event-specific emails via the network's email marketing platform, Campaign Monitor, to publicise upcoming events in a timely manner.
- Manage the newsletter contact list updating with new email addresses from the network's events and website.
- Provide the Secretary with statistical data where requested (e.g. number of subscribers).

## Website Coordinator

- Maintain the website with member engagement.
- Update the website with events, blogs and any contributions from General Members.
- Liaise with third-party web development team to ensure website functionality.
- Provide the Secretary with statistical data where requested.

## Social Media Coordinator

- Maintain the network's social media accounts.
- Promote event-specific posts on the network's social media accounts in a timely manner.
- Liaise with a third-party digital media creator, where available. If unavailable, the Social Media Coordinator will design the digital art used to promote events.
- Upload event recordings on the network's YouTube channel.
- Provide the Secretary with statistical data where requested.

## Blog Editor

- Edit stories to publish on the website and share in the newsletter.
- Seek new content to publish blogs at least once a month.
- Ensure each Committee member contributes to at least one, or part of, a blog article in each portfolio term.
- Liaise with the Website Coordinator, Newsletter Editor, and Social Media Coordinator to share new content with members and wider audience.

Each portfolio is expected to have a Handover Report detailing the tasks undertaken and providing guidance to carry out the role. Additionally, each portfolio is expected to commit a minimum of 5% of their full-time equivalent time to the network.

## Subcommittees

Some committee members will be part of a Sub-Committee:

### Country Subcommittee

- Support the Country Representative where necessary.
- Collect stories and research highlights to share through the network's online platforms (newsletter, blog on the website, social media).
- Promote events through each country's networks and/or institution's communication channels.

- Each Country Subcommittee will be structured with roles as required.
- Students (undergraduate and postgraduate) may be involved in a sub-committee.

### Advisory Group

- The network may have an Advisory Group to provide advice, guidance and insight to support the Committee in decision-making and meet the network's mission. The Advisory Group will be appointed by the Committee.

### Other subcommittees

- A committee member can have a sub-committee to assist with their portfolio duties. The subcommittee can consist of General Members. The activities of the subcommittee will be determined and set out by the committee member leading the sub-committee. The subcommittee can consist of higher degree research students.

## Additional duties

In addition to the duties stated above, each committee member will be involved in organising, promoting and moderating events throughout their term, such as the annual symposium, panels and workshops. The committee will also be part of the Annual Symposium's Organising Committee, consisting of the Program Team, Marketing and Publicity Team, and the Technical Support Team. The Organising Committee and its teams are decided at the event planning stage. The Organising Committee will collectively produce a report of the activities and outcomes of the symposium.

All committee members are expected to contribute to these shared responsibilities:

- Share ideas to grow the network,
- Promote activities through each committee member's network,
- Moderate at least one event annually,
- Be an Event Tech Support in at least one event annually,
- Seek guest speakers for events,
- Write at least one, or part of, a blog article,
- Identify and share opportunities for collaboration and funding,
- Be an EDI champion of change!

Detailed duties related to events:

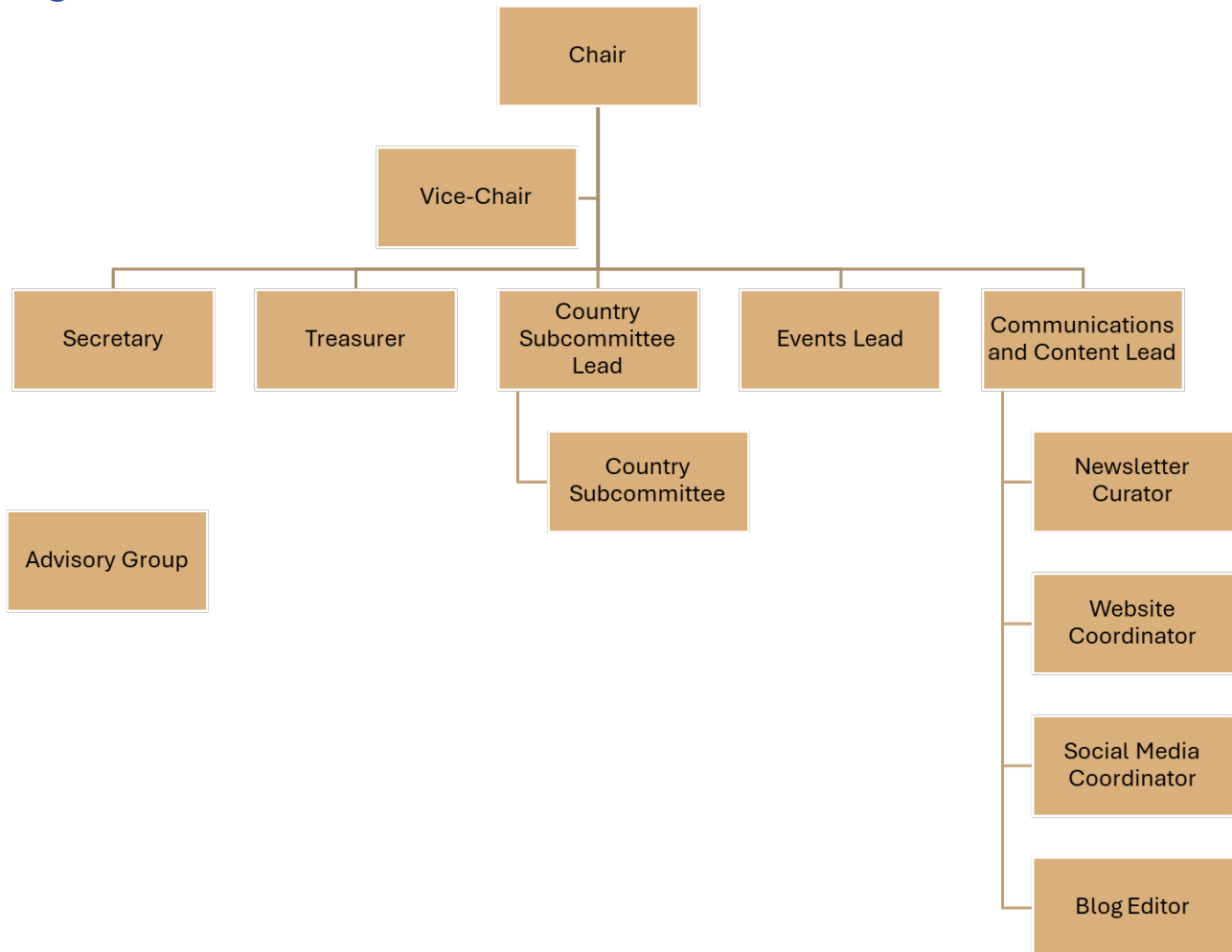
- Event Tech Support
  - Create an event on Humanitix.
  - Create an online event on Zoom and share with the Committee.
  - Provide the Humanitix event link to the Vice-Chair, Website Coordinator, Newsletter Editor and Social Media Coordinator.
  - Prepare the survey feedback form, especially if it is a workshop.
  - Provide technical support on Zoom, such as controlling the waiting room, mic, attendee's speaker view and engaging with the attendees.
  - Prepare and send certificates to guest speakers and attendees (if it is a workshop).
- Moderator
  - Write the event description to provide to the Vice-Chair, Website Coordinator, Newsletter Editor and Social Media Coordinator.
  - If the event is a panel, engage with guest speakers when confirmed.
  - The moderator may wish to have a pre-meeting with invited panellists to develop the focus and questions of the panel discussion.
  - Inform and remind the panellists of the event schedule and speaking time.
  - Prepare moderator slides which can be modified from the template available

- Moderate the event, such as opening and closing.
- If a third-party facilitator is involved, liaise with the facilitator before the event to confirm requirements and the event schedule.

Members of the WREN Committee may partake in a collaborative research-focused project that is funded within their country or institution, and WREN may be named as a partner. Where this case applies, any in-kind time allocated to that project is separate from the aforementioned time commitment of 5% FTE.

Committee members will be expected to deliver on their portfolio duties. If a committee member requires additional support, they can seek volunteers and create a sub-committee.

## Organisation Structure



## Benefits

There are several benefits to becoming a committee member.

- Professional development of management, leadership, communication and time-management skills.
- Work with a diverse team of strong women from international institutions.
- Contribute to a greater cause.
- Create a global network of like-minded individuals who resonate with the vision, mission and purpose of the network.

All Committee Members will be given a certificate for their role and activities after two (2) years of commitment to the network. If annual evidence is required, the Committee member can request a letter from the Chair.

## Version Control

<b>Version</b>	<b>Date</b>	<b>Author/Reviewer</b>	<b>Amendment</b>
3.0	30 July 2024	Emily Yap	Document revised with new roles and responsibilities
3.1	27 August 2024	Marcella Bernardo Papini, Jingjing Liu, Julia Mendes, Emily Yap	Edits and additions to roles and responsibilities.