

## WANTED: Doctoral Conference Committee Members

We are seeking a number of enthusiastic and dynamic ECRs and PGRs to plan, organise and run the 2019 Doctoral College Conference that will take place on 9-10<sup>th</sup> July 2019 in the Austin Pierce Building at the University of Surrey. This is the flagship event for PGRs and ECRs at the University of Surrey. This is a fantastic opportunity to gain valuable transferrable skills and experience in a supportive environment that will enhance and compliment your academic achievements and employability. We welcome applications for the following Committee roles:

**Chair** – will provide leadership and oversight to ensure committee members are aware of their obligations and that the committee complies with its responsibilities. They will assess progress against plans and support committee members as necessary. They will be asked at the end of the year to produce a short report on the conference highlighting any areas for improvement to the University's Doctoral College Board. Ideally, the ideal candidate will be either an Early Career Researcher or a Postgraduate Researcher who has completed at least 12 months of their PhD.

**Vice Chair** - The Vice Chair's role will be to support the chair of the committee, to oversee all committee activity and to bring any issues or queries to the Doctoral College Management Team in a timely manner. They will be responsible for co-ordinating session chairs, volunteers to help, and session judges. They will assist the chair in preparing and presenting the final report. Ideally, the ideal candidate will be either an Early Career Researcher or a Postgraduate Researcher who has completed at least 12 months of their PhD.

**Secretary and Financial Officer**- will be responsible for taking and producing minutes to record all decisions made by the committee. Furthermore, this role will oversee all financial aspects of the Doctoral College Conference. They will manage and track expenditure and ensure this information is regularly reported to the rest of the committee. One of the most essential things the Finance officer will have to do is ensure the conference is delivered on budget.

**Programme Officer** - The Programme Officer will be responsible, in conjunction with the rest of the committee, for coming up with the theme for the conference, ideas for keynote speakers and workshops. They will also be responsible for managing registrations for the event and co-ordinating the submission and review process of abstracts.

**Marketing and Communications Officer** – will be responsible for the promotion and marketing of the conference. They will manage communications around conference registrations, calls for papers and will be responsible for generating and updating website and social media content. They will also have a responsibility, working the marketing department, to produce a high quality, professional booklet for the event.

**Committee Members** – will be general roles that support the work of the above named posts.

**Other Opportunities for Early Career Researchers** – We welcome applications from ECRs for all the roles listed above. Other opportunities available to ECRs include abstract review, acting as a judge for the conference competitions (e.g. Poster competition), chairing a conference session(s) and being a speaker at the conference. Please email [doctoralcollege@surrey.ac.uk](mailto:doctoralcollege@surrey.ac.uk) if you wish to become involved with any of the non-committee opportunities.

*Note: These are professional roles designed to enhance members' CVs by offering a unique opportunity to organise a high profile conference. It is an expectation that all members of the committee will support each other and share work evenly. It is essential that all members of the committee behave in a professional manner and demonstrate mutual respect in all interactions and communications relating to committee business.*