

The School of Biomedical Sciences Early-Mid Career Research Association (SBS-EMCRA)

Terms of Reference

Objective of SBS-EMCRA

The objective of the School of Biomedical Sciences Early-Mid Career Research Association (SBS-EMCRA) is to promote interdepartmental collaboration, primarily between Level A and B postdoctoral research staff of the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology and Therapeutics and Physiology of the School of Biomedical Sciences within the Faculty of Medicine, Dentistry and Health Sciences (MDHS), The University of Melbourne (UoM).

This objective will be achieved through the coordination, administration, and promotion of the SBS-EMCRA Collaborative Award; EMCRA social events; advocating for emerging issues facing level A and B postdocs in SBS; and SBS and interdepartmental mentoring initiatives and career development activities.

Terms of Reference

- a. To promote and create opportunities for interdepartmental collaboration between Level A and B postdoctoral research staff in SBS through social meetings and SBS-EMCRA Collaborative Award
- b. To promote participation in SBS-EMCRA Collaborative Award application, coordinate and administer the SBS-EMCRA Collaborative Award and celebrate success of SBS-EMCRA Collaborative Awardees at our annual symposium
- c. To identify emerging issues facing Level A and B postdoctoral staff within SBS and liaise with the Head of School and SBS Research Committee to help address these issues through training courses, workshops and/or seminars
- d. To identify and promote initiatives that will enable SBS-EMCRA to achieve its objectives

Membership and Structure of SBS-EMCRA

To ensure each Department within SBS is represented, SBS-EMCRA will be governed by a Steering Committee (SC) composed of a minimum of one (1) self-nominated Level A and/or B postdoctoral representatives from:

- Department of Anatomy and Neuroscience
- Department of Biochemistry and Molecular Biology
- Department of Microbiology and Immunology
- Department of Pharmacology and Therapeutics
- Department of Physiology

Where self-nominated representatives from each Department are unavailable, the SC will contact the Head of Department(s) to identify potential candidates and invite them to the SC. Where self-nominated representatives are unavailable because of Level A/B postdoctoral staffing levels, SBS-EMCRA will report to the SBS Research Committee to ensure communication channels between SBS-EMCRA and that Department(s) remain available and mutual interests are represented.

Composition of the SC will be monitored to ensure that each Department is appropriately and evenly represented where possible with a mix of Level A and B, full-time and part-time staff, and gender diversity. The role of each member of the SBS-EMCRA SC is to liaise within non-member Level A and B postdocs in SBS and promote EMCRA activities and initiatives within their Department; and to actively participate and contribute to the implementation of the SBS-EMCRA Terms of Reference by joining a Sub-Committee. SC members are expected to make a minimum commitment of 1 year to the SBS-EMCRA SC.

SBS-EMCRA will also be supported by an administration support person at the discretion of the Head of School and the SBS Research Committee. This administration support will assist in recording and preparation of meeting minutes, IT infrastructure and financial management.

Defined roles within the SBS-EMCRA Steering Committee

To achieve the objective of SBS-EMCRA there will be defined roles within the SC, including two or more nominated Co-Chairs and the formation of four Sub-Committees within the SC. The roles are defined as follows:

Co-chairs: A minimum of 2, up to a maximum of 5 co-chairs will be drawn from the Steering Committee membership, will self-nominate prior to the Annual General Meeting (AGM) each year. Co-chairs may serve a maximum term of 2 years. Where multiple self-nominations from the same SBS Department occur the election of Co-chairs will be put to a vote by the SC members representing that Department. The Head of School and SBS Research Committee will be notified of nominated/elected Co-chairs prior to their announcement at the AGM. Each Co-chair must be from a different Department, unless otherwise negotiated with the Head of School/SBS Research Committee.

The roles of the Co-chairs are to:

- a. Represent EMCRs and their interests within SBS at the School Executive level
- b. Report to Head of School and SBS Research Committee on SBS EMCRA activities
- c. Liaise with School Executive on behalf of the SBS-EMCRA SC
- d. Represent SBS-EMCRA at School Events (e.g. Celebration Events etc)
- e. Coordinate regular SBS-EMCRA SC meetings

Sub-Committees: The four sub-committees comprising the steering committee are (1) Scientific, (2) Communication, (3) Social and (4) Development. Each sub-committee is expected to be in contact regularly with all sub-committee members, independent of full SC meetings to achieve the Terms of Reference. The goals, activities and responsibilities of each sub-committee are described in Appendix 1.

Members of the SC are also invited to register their interest in attending the SBS Research Committees throughout the year as a EMCRA representative.

Steering Committee Meetings

The full SC is to meet regularly, based on a schedule agreed upon at the first SC meeting of the year (to be held in January or the first week of February). For example, in 2018 meetings of 30 minutes duration were held on the last Tuesday of each month.

Chairing of the full SC meetings is to be rotated amongst Co-chairs using a mutually agreed schedule.

Decision items and reports from the Co-chairs and each subcommittee are the standing items for discussion at SC meetings.

It is expected that all SC members will attend at least three-quarters of scheduled meetings throughout the year. This is a commitment of 7 – 8 meetings out of a possible 12. Apologies should be provided in advance where possible.

Annual General Meeting

An AGM is to be held towards the end of each calendar year and is an opportunity to celebrate the achievements of SBS postdocs, and EMCRA throughout the year, and to welcome the incoming SC members. A minimum of three weeks preceding the AGM, nominations for the SC and Co-chairs will be sought through email communication based on pro-forma in Appendix 2.

Resignation/Leave of Absence from the SBS-EMCRA Steering Committee

Resignation and/or a leave of absence from the SC at any point, prior to the end of the calendar year must be made in writing to the Co-chairs. This is to ensure that accurate email lists and communication avenues are protected in case of confidential information.

Appendix 1: Sub-Committee Roles

1. Scientific subcommittee

Goals

- Promotion of the yearly EMCRA award round
- Seek to promote applications from demographics that reflect the make-up of EMCRA (Levels, Gender, FTE status) with a goal to increase number of applications each year
- Specifically promote applications from outside Biochemistry and DMI as these departments are well represented

Activities

- Send out bi-weekly reminders about EMCRA award starting in February
- Meeting in early March to confirm guidelines, rules and dates for this year's award
- In March start recruiting scientific committee members who are not putting in applications to be on the judging panel
- Research symposium to celebrate seed-funding awards

Responsibilities

- Key responsibility is the EMCRA award

2. Communication subcommittee

Goals

- Promotion of the EMCRA award (applications and outcomes)
- Increase social media reach and content in posts
- Increase engagement with our social media accounts

Activities

- Regular posting on social media accounts
- Maintain the EMCRA webpage (established in 2018) in liaison with School web manager and School communications officer
- Maintain the email list (addition of new names)
- Promote EMCRA events, collaborative award, other local events/ideas relevant to EMCRs

Responsibilities

- Key responsibility is maintaining EMCRA social media accounts and the website

3. Social subcommittee

Goals

- Increase interactions between early and mid-career researchers across the school
- Identify and collate issues facing postdocs to communicate to school executive

Activities

- Social meetings, both on and off campus
- Networking morning tea and lunches on campus
- Christmas break-up
- Research symposium to celebrate seed-funding awards

Responsibilities

- Key responsibility is organising social and networking events across the year

4. Development subcommittee

Goals

- Support management/professional skills development for SBS EMCRs
- Increase cross-department interaction between EMCRs, postgraduate students and senior academics within SBS

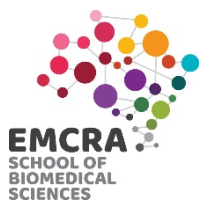
Activities

- Establish EMCRA Terms of Reference
- Develop and establish an informal vertically integrated Q&A mentoring workshop(s)
- Liaise with stakeholders (eg. postgraduate student groups, EMCRs, SBS Research Committee) to develop solutions for issues facing EMCRs

Responsibilities

- Key responsibility is to create and support opportunities for professional skills development for EMCRs within SBS

Appendix 2: 2018 Steering Committee Nomination Pro Forma



School of Biomedical Sciences Early-Mid Career Researchers Association (EMCRA) 2018 Steering Committee Application

Name	
Department	
Level (A/B)	
Gender	
FTE (e.g. 0.5, 1.0)	
If you are part time, what days do you work	

Please also include a photo of yourself with this application.

Return this application form to sbs-emcra@unimelb.edu.au by 5pm on **Friday December 1st**. Save the file with the existing name, but prefixed with your surname: eg. SMITH_2018 EMCRA steering committee application

The information above will be used to assess how well the break-down of the EMCRA steering committee represents the gender, level A/B, department postdoc levels across the School. If we find that the committee over-represents some departments, we will need to actively recruit from the other departments to ensure equal and fair representation.

Additionally, knowing what days everyone works will help identify the best times to run our steering committee meetings.

Please note, as a member of the EMCRA steering committee you will be required to attend monthly 1hr meetings (attending at least 75% of meetings across the year).

If you have not previously been on the EMCRA committee and would like more information about the expectations of committee members, please contact the email address above and we can provide further details