

## **EAS Doctoral Student Forum (DSF) Lead and 2<sup>nd</sup> Staff Member: Role Profiles**

**(The 2<sup>nd</sup> EAS Staff Member supports the Lead in all the following activities and should be prepared to take on the Lead role in emergencies)**

1. The DSF Lead takes responsibility for the organisation and running of the DSF, in liaison with the 'overseeing' EAS board member.
2. The DSF leads after acting as the 2<sup>nd</sup> DSF staff member for 2 years. The Lead position is also for 2 years. The person who takes on the position of 2<sup>nd</sup> Staff Member must be prepared to continue as the Lead.
3. During these 4 years, both staff members must be prepared to miss a part of the EAS main conference so as to be available for the DSF sessions.
4. The 2 staff members work the overseeing board member to plan, run and evaluate the DSF.

Particular actions that this involves are the following:

5. Organising and planning the overall structure of the event.
6. Leading discussions on all aspects of the work i.e. setting up skypes and taking responsibility for minutes of each 'formal' meeting.
7. Leading on all work prior to the DSF:
  - a. 6 months prior to conference (ptc) - preparation of the Application Letter for the EAS NCs
  - b. 5 months ptc - sending the Application Letter and Registration Form to the NCs
  - c. As soon as possible but at the latest 3 months ptc – sending notice of acceptance to successful applicants

- d. 3 months ptc – preparing a letter for the participants with general information about the DSF programme, preparations required, schedule and travel information; preparing information for the EAS website and sending this to the overseeing board member
  - e. 2 months ptc - sending the final information letter to the nominated participants which includes the timetable, the abstracts and list of participants
  - f. 2 months ptc - adding information to the EAS website (via overseeing board member)
  - g. 1 month ptc – ensuring the DSF team is clear about roles and responsibilities during the event.
  - h. 1 month ptc – getting in contact with the conference host concerning the rooms and materials needed for all sessions
8. The DSF staff members must liaise with the member of the board who has responsibility for NCs / keep them informed about any communication with NCs.
9. The DSF staff members work with the responsible person from the host country to liaise with the main conference organiser regarding accommodation, rooming and any other matters related to the DSF work.
10. The month after the conference - preparing the DSF review, participants feedback and photos, and sending these to the overseeing board member for uploading to the website. The review is a general reflection on the DSF by the Lead, in conjunction with the 2<sup>nd</sup> member of staff.
11. (In conjunction with the 2<sup>nd</sup> Staff Member) preparing a report on the DSF for the EAS board and sending this to the overseeing board member.
12. Discussing with the overseeing board member any difficulties that arise during the organisation or running of the DSF.

13. The DSF Lead takes responsibility for creating material for the EAS DSF section of the website, which is then passed to the overseeing board member to finalise the design and to upload.
  
14. In the final year, the Lead takes responsibility for inducting the new DSF lead (the 2<sup>nd</sup> Staff Member) who will shadow closely, prior to, during and in the review of the DSF.