**DEPARTMENT OF BIOLOGY - POST-DOC SOCIETY COMMITTEE**

# Terms of Reference

## Remit

To create networking opportunities and informative sessions on issues regarding careers, work and development of Post-Docs. Organise and facilitate integration and visibility of Post-Docs within the Department. Canvass opinions from the Post-Doc community of relevant issues relating to the induction, management, development and well-being of Post-Docs in the Department. Liaise with other groups in the Department.

## Reporting Structure

Reports to: Post-docs, Biology HR, Biology Research Committee

Consults: Post-Docs and any group that can contribute necessary information

Receives: Reports/feedback from Post-Doc Representatives on:

* Research Committee
* Biology Board of Studies
* Concordat Implementation Group
* Athena Swan Committee
* Staff Committee
* Outreach Committee
* Research Away Day Organising Committee
* Making the Difference Award
* Environmental Performance Committee
* Health and Safety Committee
* Enterprise Group
* Social Committee

## **Document Policy**

Post-Doc Society Committee will minute committee meetings which will be subsequently ratified by committee members, then posted online at: <http://www.york.ac.uk/biology/intranet/postdocsociety/committeemeetings/>.

Given the short contract time for Post-Docs serving within the Department, the shared nature of involvement and small membership the committee will be led by a Rolling Chair (to be confirmed in previous meeting). The Chair will set the agenda (with input from all members) for the preceding meeting, chair the meeting and record the minutes.

## Membership

Efforts will be made to recruit from as many different research foci as possible.

The upper limit of Post-Doc Society Committee members is seven.

Post-Doc representatives of Departmental committees will serve for three years with their places then being advertised to the Departmental Post-Doc community, this includes YSBL. They may serve additional terms if no other nomination is received. Candidates will be asked to submit a statement of interest and in case of multiple applications the PDSC will decide on the bases of suitability in a simple majority vote.

### Frequency of meetings

Every 2-3 months, with Ad Hoc meetings if required.