



CALL FOR COUNCIL MEMBER

The term of 2 of our council members is coming to an end. Therefore, COEHRE is actively searching for 2 Council Members with a background in Research.

Below you will find more info on the role. Attached you will find more info on the time commitment involved.

What is the role of Council liaisons to the committees?

- Participating in skype meetings scheduled for their committee
- Contributing actively to the agenda proposed for each skype meeting to ensure total transparency between council and committee
- Briefing outcomes of council meetings
- Contributing actively in the implementation of the decisions taken by the committee
- Undertaking tasks related to the organization and running of the committee activities during the annual conference (chairing sessions during parallel sessions, evaluating posters...)
- Contributing to the abstracts reviewing process when needed

Criteria

- Minimum experience with research (PhD)
- Experience with funding and research proposals
- Experience with academic writing (publications in journals)
- Member of research group
- Good communicator with high functioning level in spoken and written English
- Networker
- Team player
- Interdisciplinary mindset

General Council Member duties

He/she will be part of the COEHRE Council, which operates as a team throughout the year, executing the following General Council Member Duties:

- Attendance at two council meetings per year (January, Annual conference/Symposium)
- Participation in council Teams meetings (2-3 meetings on Teams)
- Attendance at Annual Conference/Symposium
- Contribute actively to the agenda proposed for each meeting
- Contribute actively in the implementation of the decisions taken by the council
- Contribute actively to the Annual Report

- Undertaking of tasks related to organisation and smooth running of the annual conference/Symposium e.g. chairing sessions, hosting meetings, welcoming new members etc.
- Any other duties required
- Keep close liaison with the Office Manager and copy her in all of the correspondence

How do I apply?

Only employees of Member Institutions can apply for President or Council Member vacancies. Applications will be reviewed by the Council in October to check how they meet the criteria. Applicants most closely meeting the criteria will be notified at the end of October.

Submit the following documents to administration.coehre@artevelddehs.be **before 15/10/2023**:

- Application form (fill out the form [here](#)) outlining why you are interested in becoming a Council Member, why you would qualify for the position and including additional information that describes the skill, knowledge, experience, attributes, or expertise that you would bring to the Council.
- Current curriculum vitae
- Letter of support from the institution

If you would require assistance or have questions, please, don't hesitate in contacting us!



COUNCIL MEMBER/PRESIDENT TIME COMMITMENT GUIDELINES FOR THE INSTITUTION

DESCRIPTION	TIME COMMITMENT
<p>Attendance 2 council meetings a year Discussions will take place and decisions made regarding</p> <ul style="list-style-type: none"> • Strategic development of COEHRE • Annual conference • COEHRE activities <p>There is some preparation required in advance of the Council Meetings to make most efficient and effective use of the relatively short time the Council is together.</p>	<p>When 2x/year (January-Annual conference/Symposium)</p> <p>Time Meetings usually take two and a half days with time for travel added before and afterwards.</p> <p>Where The office base for COEHRE is in Artevelde University College in Ghent, Belgium. Meetings may be held there or elsewhere at the Office Manager and Council's discretion.</p> <p>Preparation Preparation usually involves reading minutes, getting ready to report back on actions taken, reporting on activities within the committees etc.</p>
<p>2-3 Skype meetings Telephone or skype meetings occur between the face-to-face meetings for the Council and between council members and the committees with which they liaise.</p>	<p>Time 2-3 Skype meetings/year Each Skype meeting could take up to 2 hours</p>
<p>Committee involvement COEHRE consists of 4 committees</p> <ul style="list-style-type: none"> • Content Committee • Organising Committee • Communication & Marketing Committee • Finance & Legal Committee (only council members) <p>Each of the committees, except for the 'Finance & Legal Committee, have 2 Council Members, who are the liaisons between the council and committees.</p> <p>The team of 2 Council Members is responsible for overseeing the activities within the committees and are the main line between council and committees to ensure a smooth organisation.</p>	<p>Actions Each member of the Council will have responsibilities related to the operation of the branches as well as general Council duties.</p> <p>Actions may be required from the branches or related to general council business e.g. liaison with the committees and meetings with them.</p> <p>The President will have actions related to liaison with partner or other organisations. This may be an invitation to speak at a conference, attend other significant meetings and to raise the awareness of COEHRE generally.</p>

The activities within their committee consists of:

- Participating in skype meetings scheduled for their committee
- Contributing actively to the agenda proposed for each skype meeting to ensure total transparency between council and committees
- Briefing outcomes of council meetings
- Contributing actively to the implementation of the decisions taken by the committee
- Undertaking tasks related to the organization and running of the committee activities during the Annual Conference

BENEFIT FOR THE INSTITUTION

- Rise of profile of the institution
- Representation of the institution in the committees
- Strengthen relationships with member institutions