

Postdoctoral Association at Western (PAW) Elections

We invite Western Postdocs to nominate the next Executive Council of your Postdoctoral Association at Western (PAW). The incoming council would take up the following positions starting July 1, 2017 for a duration of one year*.

The three-week period to nominate your next council is now open and the nomination period will close on April 13, 2015.

How to nominate candidates:

Send me <mwu265@uwo.ca> the following text, filled in appropriately by email:

"We the undersigned, as active members of the PAW at The University of Western Ontario, do nominate ...(Name of nominee)... for the position of ...(Office sought)... of the PAW."

Along with the names and UWO usernames of at least two Western postdocs that support the nomination. Please CC all nominators as verification that they agree to sponsor the nomination. I would really appreciate it if nominations came directly from the nominee only, but that's not technically a requirement.

If you like, you can include a candidate statement (up to 250 words) with your nomination. If you choose to do so, this will be distributed along with the nomination announcements.

The nominees will be announced on the April 18, 2015. In the event that only one candidate is nominated for a position, that candidate will be acclaimed, subject to ratification by the PAW council. No vote for this position will be held. If there are multiple candidates for a position, voting will be conducted and further information will be provided about the voting process.

Positions:

President

- Provide direction to the Executive Council and oversee all operations of PAW
- Preside over all PAW meetings, enforce due observation of the Bylaws and undertake all typical presidential duties
- Represent PAW on various university committees and act as a representative of PAW as needed
- Work closely with the Postdoctoral Services Coordinator (Dr Mihaela Harnos) to coordinate PAW and SGPS activities and set priorities for SGPS
- This role will allow you to develop leadership skills and to network inside and outside Western
- Requires a few hours each week on a constant basis and involvement in all aspects of PAW operations

- Ex-officio roles of the PAW president: Senate Observer, Campus Council, Graduate Education Council and Postdoctoral Advisory Committee

Secretary

* As the secretary position is vacant from May 1, 2017, the incoming secretary will start on that date.

- Organize and facilitate our meetings and events
- Prepare and circulate meeting agendas; attend meetings to record and circulate meeting minutes
- Maintain our Constitution and Bylaws
- Work closely with the Vice-President of Communications to disseminate information
- Requires approximately 5 hours/month, with the majority of time devoted to the monthly PAW Executive Council meeting

Vice-President Internal

- Organize professional development and events excluding PAW meetings
- Work with Western administration to oversee the setup and maintenance of grievance procedures for postdocs
- Perform the duties of the President in the event of absence or illness of the President

Vice-President External

- Act as our public relations officer
- Maintain representation and active participation at the Canadian Association of Postdoctoral Scholars (CAPS, <http://www.caps-acsp.ca/>).
- Attend monthly Skype meetings and the CAPS annual conference (expenses covered)
- Liaise with the US National Postdoctoral Association (NPA), the International Consortium of Research Staff Associations (ICoRSA), off-campus groups, government agencies including granting agencies and the public at large
- This position presents excellent opportunities to network and get involved at the national and international levels

Vice-President Finance

- Be responsible for all financial activities of PAW including receipt of monies due, maintenance and custody of all financial books, making all payments, preparing all financial statements and arranging for audit of the books by a suitable auditor
- Provide detailed accounting of PAW funds and expenses for your council term (2017/18)
- Prepare a recommended budget for the following Council (2018/19)

Vice-President Communications and Social Coordinator

- Manage the PAW mailing list
- Communicate news/information/events via our Facebook and Twitter accounts
- Oversee incoming/outgoing messages from our e-mail account (postdocs@uwo.ca)
- Organize and announce monthly social events on and off campus for postdocs and their families