

Guidelines for committee applicants

Dear LuxDoc members,

This document contains important information for applicants for the LuxDoc committee and aims at ensuring a transparent election procedure. Please read through this carefully.

1. General information about application procedure and structure of the LuxDoc committee

All LuxDoc members are eligible to apply for a position in the committee. There is no limit to the number of members in the committee, but the committee needs to have a minimum of three members. Three positions are mandatory and need to be filled for the organisation to continue existing. These are the President, Secretary and Treasurer.

In addition to these mandatory posts, the current LuxDoc committee suggests to have a range of additional positions within the committee with specific tasks (such as for example a 'communication' position). By introducing these additional positions, the current LuxDoc committee hopes to contribute to a better organisation and optimise working procedures. Given that the bylaws do not envisage these positions, they do not have a legal status. They are considered by the current committee as an aid to make its internal organisation clearer. The design of these positions is based on the one working experiences of one and a half years (and can be subject to change in the new committee). Please note however that it is not mandatory to take up one of these specific positions. You can also be a member of the committee without having a specific role.

Candidates who are interested by one of the below described positions, please indicate your preference in your application email. These include the mandatory positions as well as the optional positions.

The bylaws of LuxDoc a.s.b.l. stipulates that the General Assembly votes for the new committee, but that the new committee elects the new president, general secretary and treasurer among its members and by itself. This implies that candidates can express their preference for a position, but it will be the new committee that decides on its final composition.

2. Description of mandatory committee positions

a. President

The position of the president consists in the following tasks:

- represent the association in different official and unofficial settings (media, official happenings, etc.)
- send out official emails and documents
- sign official documents
- chair the committee meetings
- open the General Assembly
- works closely with the secretary in some administrative tasks
- make sure that the business of the association stays on track

Vice-President

The vice president assists the president in all tasks. In the absence of the president, the vice-president takes over an active role. They can also share some of the tasks.

b. General Secretary

The position of the president consists in the following tasks:

- Administrative tasks : e.g.
 - Ensure that the business of the association stays on track
 - Ensure that official forms and correspondence are kept secure, that official documents are filed on time etc.
 - Maintain and monitor a calendar of important dates
- Coordinate the committee tasks (contact point for committee members)
- Be a contact for general information about the association
- Write up committee and GA minutes and reports (Dropbox)
- With the president, may sign financial matters, when treasurer is absent
- May co-sign official documents
- Sends out emails to the members upon request of Committee, other members or WGs
- The secretary is not everybody's darling ☺

Vice-Secretary

The vice-secretary as assists the secretary in all tasks. In the absence of the secretary, the vice-secretary takes over an active role. They can also share some of the tasks.

The secretary together with the vice-secretary should be able to communicate (writing and speaking) in the 3-4 official languages (FR/DE, EN and LU)

c. Treasurer

The position of the president consists in the following tasks:

- is responsible for the financial planning
- is in charge of the LuxDoc bank account
- documents all the incomes and expenses of LuxDoc, i.e. creates a balance sheet
- checks if the member fees are paid and send reminders if not (template is in the dropbox)
- sends out membership cards
- keeps the LuxDoc member list up-to-date
- sends out thank-you letters to donators
- must report to the LuxDoc cash auditors shortly before the general meeting (GA)
- presents the balance sheet at the general meeting

Vice-Treasurer

The vice-treasurer assists the treasurer in all tasks. In the absence of the treasurer, the vice-treasurer (and the 2 other EC members) take over an active role. The treasurer and the vice-treasurer can also share some of the tasks.

3. Description of non-mandatory committee positions

a. Communication

The communication department should preferably made up by 1-2 people. The proposed tasks for this important position consist in the following:

- Review any public communication that goes out in an official capacity, including important emails to members, contracts, press statements, website articles, etc...
- Write public statements and press reviews (1-2 times per year)
- Build a relationship with the science communication people of the various institutes
- Design and approve new flyers, and any supporting marketing material, like pens, flags, and so on
- Order marketing material with a good price-quality tradeoff
- Collect and review 1-page summary documents with 1-2 pictures for each event LuxDoc will have, including for instance the Science Slam, the Blood Donation day, special conferences etc...
- Publish articles on the website
- Publish catchy posts on Facebook (which are automatically posted to Twitter)
- Make sure that every event of LuxDoc foresees some budget (10-15%) for marketing material
- Store and manage all LuxDoc marketing material, such as flyers, pens, flags, etc... and maintain one example of each when possible in a binder for archiving
- Create templates
- Actively helps writing reports and applications (could be a position for itself working closely with the comm. team)

b. Sponsoring

The proposed sponsoring position can also include 1-2 committee members. The main tasks include:

- Contribute to the official image of the asbl
- Looks for potential sponsors
- Establishes relations to sponsors
- Manages relations to sponsors
- Fundraising
- Checks out potential new domains for marketing advantages and sponsoring
- Handles sponsoring for specific events upon request of the WG of the event
- If needed, writes up partner contracts with sponsors (with the treasurer, the communication team and the president)

For this position language skills in Luxembourgish and French are of benefit for talking to local businesses.

c. Promotion of scientific culture

This proposed position is focused on cultural events which are social events with a focus and a return, such as for example the Science Slam. It includes the following main tasks:

- Organize/Overview the organization of the Science Slam. This includes creating a working group (organization committee) and monitoring its activities
- Be informed and suggest events which are interesting and of relevance to researchers and promote scientific culture.
- Think about additional cultural events such as the Science Slam that could be interesting for Luxembourg, like participation in the FNR Researcher Days', being involved in organization of science exhibitions in museums etc...

d. Social events

This position is not very time consuming but important and consistency should be applied. It includes the following main tasks:

- Organize the after-work every two months in a location in downtown
- Communicate any social events in advance with a reminder to inform members about upcoming events (e.g. in 2012 Blooddonation Day, Afterworks)
- Update the Facebook and Website with upcoming social events (in close collaboration with the communication team)
- Plan and organize/oversee various events throughout the year, such as Bowling, Karting, Paintball etc... One event every couple of months should be enough and we should cover a broad range of topics