

## **Brief description of FinGeo Committee positions**

12<sup>th</sup> December 2022

### **Chair**

- Provides leadership for the Network
- Co-organises and chairs key meetings of the Network, including Committee meetings and Annual General Meetings
- Liaises with the Advisory Board and Ambassadors
- Represents the Network in external relations

### **Secretary**

- Works with the Chair to ensure the effective functioning of the Committee in accordance with the Constitution
- Co-organises and (in the absence of the Chair) chairs key meetings of the Network
- Oversees elections for the Committee positions
- Manages the record of FinGeo membership

### **Treasurer**

- Keeps track of the budget and reports on budgetary issues to the Committee and the AGM
- Manages payments on behalf of the Network
- Explores funding opportunities
- Liaises with funding providers

### **Events Officer(s)**

- Co-ordinates the organization of events including seminars, conferences, workshops, and FinGeo Schools, both online and in person
- Works with the Communication Officer(s) to promote events

### **Working Paper Series Editor(s)**

- Handles the submissions to the Working Paper Series, including a light-touch review
- Curates materials for blogs on the website
- Works with the Communication Officer(s) to publish working papers and blogs on the website
- Promotes the Working Paper Series, including at events

### **Communications Officer(s)**

- Manages the website and the social media channels (Twitter, Facebook, LinkedIn)
- Manages the regular monthly newsletter
- Works with other Committee Members to source and shape the content of the website, social media, and newsletters

### **Early Career Representative(s)**

- Organises activities, including events, for early career members

- Contributes to FinGeo Schools for early career scholars (doctoral students and post-doctoral researchers)
- Contributes content for the website and social media for early career scholars
- Promotes the Network among early career scholars

**External Relations Officer(s)**

- Promotes the Network beyond academia, among professionals in the public and private sector
- Organises activities, including events, with professionals in the public and private sectors