

Job Descriptions

INQUA President

Responsibilities:

- 1) chairs the INQUA executive committee meetings;
- 2) chairs the INQUA International Council meeting at the congress;
- 3) represents INQUA at international science meetings, including meetings of science organisations such as the International Science Council (ISC);
- 4) is responsible for development of the INQUA's mandate and policies, in consultation with the INQUA executive committee, INQUA members and INQUA commission presidents;
- 5) has responsibility for the legal framework for the association, particularly in terms of ensuring that decisions and action are consistent with the statutes and bye-laws;
- 6) is responsible for the financial health of INQUA and the use of INQUA funds, in consultation with the INQUA Executive;
- 7) provides an annual report of INQUA activities, which is discussed with the Executive Committee prior to being disseminated to the INQUA members (and more widely);
- 8) chairs annual video conference meetings with the INQUA members;
- 9) liaises with and reports to the International Science Council (ISC) and the geounions;

INQUA Secretary General

Responsibilities:

- 1) Is responsible for formal communication between the INQUA Executive Committee and all outside bodies; this includes answering queries or referring them to the appropriate person or organization within INQUA to deal with the queries;
- 2) Is responsible for the maintenance of the INQUA archives, both physical and electronic;
- 3) Receives and disseminates applications to the INQUA Executive, including for medals and awards, and proposals and reports from IFGs and projects;
- 4) Prepares the agenda and material for the INQUA Executive Committee meetings;
- 5) Provides the minutes for INQUA Executive Committee meetings;
- 6) Provides an annual report of activities for the INQUA Executive;

7) Is a counter-signatory on financial transactions, on behalf of the INQUA Executive.

INQUA Treasurer

Responsibilities:

- 1) Is a counter-signatory on financial transactions, on behalf of the INQUA Executive;
- 2) Provides advice to the INQUA Executive Committee on financial aspects of decisions and policies;
- 3) Has oversight of the INQUA finances, including providing annual summaries of the finances for the Executive Committee and organizing external audits and reports;
- 4) Is responsible for obtaining dues from INQUA Members, including contacting the Members when necessary;
- 5) Is responsible for disbursing INQUA monies for all activities;
- 6) Is responsible for disbursing INQUA monies to IFGs and projects, including liaising directly with these organisations about accounting issues and receipts.
- 7) Is responsible for the preparation of the books for scrutiny by the Finance Review Committee at the Congress, and answering their questions.

Vice-Presidents

Overall Responsibilities:

- 1) Provide advice to the INQUA President for the development of INQUA's mandates and policies;
- 2) Undertake other specified activities to assist the President in the day-to-day running of INQUA as required (e.g. oversight of statutes and byelaws, representation of INQUA at meetings);

Specific Responsibilities:

Vice-President in charge of Members Liaison and Honours

1. Manages issues and communication related to INQUA's National Members. Including but not restricted to:

- i) Membership and fees;
- ii) Enabling Members to warrant support from their national funding bodies;
- iii) Providing a link between the Executive Committee and Members to foster and ensure open communication;
- iv) Providing regular briefings about INQUA activities to INQUA Members.

2. Manages the process of nomination and competition for INQUA awards and honours.

Vice-President in charge of Commission Oversight

1. Communicates with and oversees INQUA's Commissions, including:

Convening and chairing regular bi-annual virtual meetings with Commission Officers to receive reports on the progress of Commission activities and development and discuss issues and strategies;

ii) Providing a link between the Commissions and the Executive Committee to foster and ensure open communication;

iii) Overseeing the process of Commission elections, including ensuring that nominations for Commission posts are forthcoming and duly announced prior to the Congress.

Vice-President in charge of Publications

1. Oversees and develops INQUA's periodical publications, including:

i) Liaising with Elsevier regarding Quaternary International

ii) Acting as Executive Editor of Quaternary Perspectives, in concert with the ECR Committee;

iii) Developing strategy regarding any further publications.

Vice-President in charge of Communication

1. Develops and manages tools and vectors for the communication of information regarding INQUA and its activities, including but not limited to:

i) The INQUA website,

ii) Social media outlets (Facebook, Twitter, etc.), in concert with the ECR Representative and Committee

iii) The development of strategies and products that can be used by INQUA and its Officers and Members to promote INQUA and its activities.

Past President

1) Provides continuity for the INQUA Executive, in terms of providing a long-term memory of motivations for decisions and actions;

2) Has oversight of the legal framework for the Association, particularly in terms of ensuring that decisions and action are consistent with the statutes and bylaws;

3) Assists the President in liaising and communicating with ISC, national and regional bodies, science bodies and Quaternary Associations.

4) Charged with oversight of the ECR Committee.