

Job Descriptions

Commission President

The **Commission President responsibilities** include:

- 1)** Develops the Commission mandate and policies, in consultation with the Executive Committee, Commission Officers and the Commission Advisory Board;
- 2)** Encourages the development of Projects which serve the Commission's mandate, including soliciting individuals or groups to propose Projects and working with these people to promote a well-thought out proposal and implementation;
- 3)** Liaises with existing Projects to ensure that they are fulfilling the Commission's mandate and policies, including encouraging Projects to be inclusive, to communicate their results via INQUA (and Commission) channels of information, and to ensure that INQUA is fully acknowledged in their work;
- 4)** Provides feedback on proposals for INQUA funding, either personally or through involvement of the Commission Executive Committee or/and the Commission Members;
- 5)** Represents the Commission at the annual meetings of the Executive Committee, including providing summaries and reviews of Commission related applications for funding and/or recognition;
- 6)** Provides an annual report to the Executive Committee on Commission activities;
- 7)** Provides feedback to the Commission Executive Committee, Advisory Board and Corresponding Members about decisions of the INQUA Executive, including changes in the working of INQUA;
- 8)** Provides a report to INQUA Members at the Congress on Commission activities;
- 9)** Chairs the Business meeting of the Commission at the INQUA Congress.

Commission Vice-President

Commission Vice-President responsibilities include:

- 1)** Works with the Commission President on the development of the Commission mandate and policies;
- 2)** Works with the Commission President on the development of projects which serve the Commission's mandate;
- 3)** Assists with reviews of projects, to ensure this fit within the mandate of the Commission;
- 4)** Represents the Commission at meetings of the Executive Committee if the Commission President is unable to attend.

Commission Secretary

Commission Secretary responsibilities include:

- 1) Maintains the Commission website, including solicitation of material;
- 2) Communicates with Corresponding Members;

ECR* Representative

The Commission ECR responsibilities include:

- 1) Maintains the social media channels to promote Quaternary science and INQUA activities;
- 2) Is in charge of realizing Quaternary Perspectives, which is published twice a year and carries news of INQUA activities, information on forthcoming meetings and communications from the Quaternary community;
- 3) Is in charge of organising a joint INQUA-PAGES meeting; a workshop on Past Socio-Environmental Systems (PASES) scheduled for November 2022 in La Serena, Chile. The next INQUA ECR Representatives are expected to organize a workshop (on a different topic, to be decided) during the next inter-congress period.

**An Early Career Researcher (ECR) is a scientist who has been awarded the last degree (Master, PhD) within the previous eight years. All PhD students are included.*