

Nomination and election of 2019 -2023 Executive Committee Officers

of the International Union for Quaternary Science

-Nomination Form-

The **INQUA** **Executive Committee** is the Union’s presiding body, consisting of the President, Immediate Past President, four Vice Presidents, Secretary General, Treasurer and, *ex officio*, the Chair of the Early Career Research Committee. The Executive Committee serves for a period of four years, from the close of one Congress to the close of the next Congress.

***Please Note:***

* The President is not eligible for re-election but is appointed *ex officio* to serve one further term on the Executive as Immediate Past President. Vice Presidents may be elected to a second term, and the Secretary General and Treasurer to two further terms.
* The President is normally elected from among the current Executive Committee.
* To ensure breadth of geographic representation, no more than one person may be elected to the Executive from any Member country/region, with the exception that this restriction does not apply to the Treasurer.
* Each Vice-President is charged with fulfilling defined services for INQUA. These are defined in the appended INQUA Roles document, and are as follows:
	+ - * 1. Vice President – Members: charged with liaising with INQUA Members, Honours of the Union and as stand-in for the President.
				2. Vice President – Commissions: charged with oversight of Commissions.
				3. Vice President – Publications: charged with oversight of the publications Quaternary Perspectives and Quaternary International.
				4. Vice President – Communications: charged with Communications, including the INQUA website, social media and marketing products.
* **Candidates must be willing and able to undertake the duties (see accompanying INQUA Roles document) required of them.**

Nomination

* As required by the Statutes, the Secretary General hereby invites INQUA Member countries/regions whose subscriptions are not in arrears to submit nominations for President, each of the four Vice President positions, Secretary General, Treasurer, and Early Career Researcher representative.
* Nominations must be made by representatives of the national/regional adhering body of the Member country/region acting in an official capacity.
* Nominations must be made and seconded by separate Member countries/regions in good standing.
* Members may only nominate or second one candidate for each position.
* Nomination forms should be submitted electronically to the INQUA Secretary-General, Dr. Brian Chase (**brian.chase@um2.fr****) no later than 31st March 2019.**
* All nominations will be acknowledged, and nominators are advised to request such confirmation if it is not received.

***Election***

* The nominations will be evaluated for correctness by the Executive Committee.
* Statements made by accepted candidates and their proposers on their nomination forms will be published in *Quaternary Perspectives*.
* The Secretary General will forward the names of the accepted candidates to the International Council members.
* Candidates will make a short verbal presentation to the International Council before the election is conducted.

**POSITION FOR WHICH NOMINATED:**

*e.g. Vice President - Members*

**DETAILS OF NOMINEE**

**NAME**

**Title:**

**Personal Name:**

**Family Name:**

**ADDRESS**

**EMAIL ADDRESS**

**ACADEMIC BACKGROUND: (maximum of 10 lines)**

**INQUA POSITIONS HELD: (maximum of 10 lines)**

**SCIENTIFIC EXPERTISE: (maximum of 10 lines)**

**WHY IS THE NOMINEE PARTICULARLY SUITED TO THIS POSITION? (please refer to appended INQUA Roles document for guidance regarding the responsibilities of each position. Maximum of 10 lines)**

**SUBMITTED BY:**

**MEMBER (NAME OF COUNTRY OR REGION):**

**REPRESENTATIVE’S NAME:**

**POSITION IN NATIONAL/REGIONAL MEMBER ORGANISATION:**

**INSTITUTION:**

**SECONDED BY:**

**MEMBER (NAME OF COUNTRY OR REGION):**

**REPRESENTATIVE’S NAME:**

**POSITION IN NATIONAL/REGIONAL MEMBER ORGANISATION:**

**INSTITUTION:**



Roles of Executive Committee and Commission Officers

of the International Union for Quaternary Science

(As revised January 2015, Sandy P. Harrison; October 2018, Brian M. Chase)

**The INQUA Executive Committee**

The INQUA Executive Committee consists of the President, Secretary, Treasurer, four Vice-Presidents and the Past President, and is the decision-making body for the day-to-day running of INQUA. The President has ultimate responsibility for the running of INQUA but designates specific roles to the Secretary General and Treasurer and can ask the Vice-Presidents and Past Presidents to take on specific responsibilities within the Executive.

All of the members of the INQUA Executive Committee (with the exception of the Past President) are elected by the International Council at the INQUA Congress. Nominations for these posts are circulated to the INQUA National and Regional Members prior to the Congress. The members of the Executive Committee are elected by the International Council during its Business Meetings at the Congress.

The INQUA Executive Committee meets annually to discharge its duties during the inter-congress period. The Presidents of the Commissions (or a nominated delegate) meetings and the Chair of the Early Career Researchers Committee are also invited to these meetings. Other people (e.g. Chief Editor of *Quaternary International*) may be invited to attend Executive Committee meetings at the discretion of the INQUA President, although they have no voting rights.

The INQUA Executive Committee contributes to the organization of the INQUA Congress through providing the Chair of the Scientific Steering Committee (normally the Past President) and each of the Commission Presidents is a de facto member of the SSC.

***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 bylaws;
6. Is responsible for the financial health of INQUA and the use of INQUA funds, in consultation with the INQUA Executive;
7. Has responsibility for decisions about awards and medals, in consultation with the INQUA Executive Committee;
8. 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);
9. Chairs annual video conference meetings with the INQUA Members;
10. Liaises with and reports to the International Science Council (ISC) and the Geounions;
11. Liaises with (and promotes) national and regional bodies, science bodies and Quaternary Associations.

***INQUA Secretary General***

*Responsibilities:*

1. Is responsible for the 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.

***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:
	1. Membership and fees;
	2. Enabling Members to warrant support from their national funding bodies;
	3. Providing a link between the Executive Committee and Members to foster and ensure open communication;
	4. 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:
	1. 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;
	2. Providing a link between the Commissions and the Executive Committee to foster and ensure open communication;
	3. 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:
	1. Liaising with Elsevier regarding *Quaternary International*
	2. Acting as Executive Editor of *Quaternary Perspectives*, in concert with the ECR Committee;
	3. 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:
	1. The INQUA website,
	2. Social media outlets (Facebook, Twitter, etc.), in concert with the ECR Representative and Committee
	3. 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***

*Responsibilities:*

* 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.

**The Commissions**.

Commissions are established to serve two primary purposes: 1) the representation of communities of scientists across broad areas and disciplines of Quaternary science, and 2) to identify areas of science within those disciplines that would benefit from international collaboration and to promote the creation of collaborative structures to further this research. To this end, the Commission develops or promotes International Focus Groups (IFGs)[[1]](#footnote-1), Projects[[2]](#footnote-2) and Working Groups[[3]](#footnote-3) that support its stated mandate and sponsors the consideration of these by the INQUA Executive Committee. The Commissions also provide advice to the INQUA Executive Committee and support for Executive Committee decisions. However, the INQUA Executive Committee is the final decision-making body and the Commissions are only represented there in an advisory capacity. The Commissions also provide a route for disseminating information from the INQUA Executive Committee to individual scientists worldwide. The Commission Officers must work as a team to ensure that key tasks are carried out effectively, though individuals may be responsible for different roles (as indicated below).

***Commission President***

*Responsibilities:*

1. Develops the Commission mandate and policies, in consultation with the Executive Committee and the Commission Advisory Board;
2. Encourages the development of IFGs, Projects and Working Groups which serve the Commission’s mandate, including soliciting individuals or groups to propose IFGs, Projects and Working Groups and working with these people to promote a well-thought out proposal and implementation;
3. Liaises with existing IFGs, Projects and Working Groups to ensure that they are fulfilling the Commission’s mandate and policies, including encouraging IFGs and Projects to be inclusive, to communicate their results via INQUA (and Commission) organs 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 and the Full Members;
5. Liaises with other Commissions to promote interdisciplinary activities and minimize the chances that important areas of science are neglected;
6. Represents the Commission at the annual meetings of the Executive Committee, including providing summaries and reviews of Commission-sponsored applications for funding and/or recognition;
7. Provides an annual report to the Executive Committee on Commission activities;
8. Provides feedback to the Executive Committee, Advisory Board and Corresponding Members about decisions of the INQUA Executive, including changes in the working of INQUA;
9. Provides a report to the INQUA Members at the Congress on Commission Activities;
10. Liaises with external bodies to ensure full exploitation of synergies between the Commission and activities promoted by these external bodies
11. Chair the Business meeting of the Commission at the INQUA Congress.
12. Is de facto a member of the Scientific Steering Committee for the INQUA Congress.
13. Represents the Commission at the meeting of the INQUA Members at Congress;

***Commission Vice-President***

*Responsibilities*:

* 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 IFGs and projects which serve the Commission’s mandate;
	3. Assists with reviews of IFGs and projects, to ensure these fit within the mandate of the Commission;
	4. Liaises with external bodies to ensure full exploitation of synergies between the Commission and activities promoted by these external bodies;
	5. Represents the Commission at meetings of the Executive Committee if the Commission President is unable to attend.

***Commission Secretary***.

*Responsibilities*:

* 1. Maintains the Commission website, including solicitation of material;
	2. Produces the Commission Newsletter, including solication of material;
	3. Communicates with Corresponding Members;
	4. Communicates with INQUA Members about Commission activities.

***Commission Advisory Board members***

*Responsibilities*:

* 1. Provides advice to Commission Executive, re. policies, mandate, projects and project applications;
	2. Disseminates of information about the Commission and its activities to Quaternarists in their field or region;
	3. Provides information about activities in their field or region to the Commission (e.g. for inclusion in Newsletters).

January 2015, Sandy P. Harrison

October 2018, Brian M. Chase

1. A subdivision of a Commission created to address specific broad-scale scientific issues during an inter-Congress period. [↑](#footnote-ref-1)
2. A specific scientific activity with well-defined goals and planned outcomes, often, but not exclusively, relating to a specific aspect of the interests of an International Focus group. [↑](#footnote-ref-2)
3. Working Groups receive non-financial support from INQUA, and are often either: 1) groups who are seeking to develop networks that will evolve into funded INQUA IFGs or Projects, 2) past INQUA IFGs and Projects that have finished their funding cycles but wish to ensure the active participation of INQUA in the support of their communities and the dissemination of information about activities and their outcomes, 3) groups seeking recognition from INQUA to support external funding proposals. [↑](#footnote-ref-3)