



SPECIAL INTEREST GROUP DEPUTY CONVENOR ROLE

The Society for Experimental Biology (SEB) welcomes you to the role of Deputy Convenor.

ABOUT THE INTEREST GROUP CONVENOR ROLE

Term time: 3 years

The deputy convenor is essentially a person who supports the interest group convenor in co-ordinating the activities of an interest group within the SEB Sections.

Most importantly the role offers opportunity to evolve the science and make connections between your discipline and other areas of science within the remit of the SEB. You will have the opportunity to meet with other members of the Society and broaden your network and connections as well as your scientific knowledge.

KEY RESPONSIBILITIES

- To attend three section meetings per year in March, June and November. If the group convenor is unable to attend, it is important the deputy can represent the interest group during the meeting.
- To support the interest group convenor in contributing to the Annual Conference of the Society by:
 - soliciting and encouraging proposals from your special interest field for sessions at least every two years
 - working collaboratively with all convenors within the section
 - reviewing and providing feedback to members on session proposals
 - overseeing the progress of sessions organised within your interest group
 - promoting sessions within your professional network
 - arranging to meet with researchers in your group when attending the Annual Conference
 - soliciting feedback from your group about the meeting and the Society in general
 - helping networking of early career scientists at the meeting
- To encourage group members to submit proposals for symposia and satellite meetings
- To actively engage members and the wider community and encourage them to get involved in the activities of the group, Section and the SEB (i.e. attend conferences, propose meeting topics etc).
- To engage with your community via Discussion board, accessible through the SEB members area.
- Set up and run activities based on the needs of your community. These can be online webinars, skills workshops, host discussion calls etc.
- To identify and develop links with groups outside the Society
- Co-ordinate satellite meetings from time to time
- To work closely with the Interest Group Deputy Convenor in driving the interest group and Section activities forward. If a deputy convenor is not in place to assist with nominating one.
- To actively promote the Society's activities and membership of the Society
- To actively support the Society's strategy and the objectives of the section
- To promote and actively support the Society's journals
- When attending SEB Events or Section meetings to adhere to the Society's Code of Conduct



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TIME COMMITMENT

Approximately 2 weeks spread over the year.

REMUNERATION

This post is not remunerated but the Society will reimburse travel, accommodation (if applicable) and subsistence for attendance at Section meetings.