



## Committee positions

The following descriptions are intended to give an overview of the work that is being done by the Committee of the EUSPR Early Careers Forum (ECF), with a view to encouraging others to join and support our work. Kindly note that this reflects the current work and composition of the Committee and is consequently open to change in the future.

The minimum term for serving on the committee is one year. Positions may be shared between individuals, and one individual may take on more than one position. Committee members are volunteers.

**Please note** that even though individual roles are indicated below, **all** committee members contribute to the overall development and implementation of the EUSPR Early Careers Forum, for example, by participating in teleconferences (approx. every 2-3 months) and supporting the Forum activities at the annual conference (if attending).

If you would like to join the Committee, or you have comments regarding the work of the Committee, please visit the ECF dedicated page on the EUSPR website for details on how to get in touch. On that page, you will also find brief Terms of Reference for members of the EUSPR Early Careers Forum Committee.

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### **ECF Lead**

The ECF Lead ensures that the EUSPR Early Careers Forum remains an active and lively platform. Responsibilities include initiating and coordinating activities to support early-career members of the Society and deciding on the overall strategic direction of the Forum (in collaboration with the other committee members). At a practical level, this will involve activities such as identifying committee members, organising teleconferences with committee members as and when needed, identifying necessary actions, distributing tasks among the committee and following up on their implementation.

Please note: The suggested minimum term for this position is 2 years. This is to allow the ECF Lead sufficient time to develop and implement their ideas.

Suggested time allocation: 1 day per month (on average)

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF Board Liaison**

The ECF Board Liaison represents the interests of the Society's early-career members on the Board. They are an elected member of the EUSPR Board Directors, where they take the position of "Early Career Researcher". Responsibilities include keeping the Board informed of the ECF's activities and communicating where the ECF requires support, guidance or approvals from the Board to best support the early-career members of the Society. The ECF Board Liaison also keeps the ECF Committee up-to-date with regard to Board discussions & activities that concern the early-career membership. All this is mainly achieved by attending relevant teleconferences (approx. one teleconference every 2 months).

Please note: The term for this position is fixed to coincide with the term of the other Board members (3 years). The minimum term for this position is therefore 3 years. If you express an interest in this position, we will nominate you for the next Board elections. However, actual commencement of the role would be dependent upon being voted onto the Board by the Society membership. Next term dates are TBC due to current relocation of the Society.

Suggested time allocation: 3 hours per month (on average)

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF Blog Editor-in-Chief**

The ECF Blog Editor-in-Chief is in charge of the EUSPR Early Careers Forum blog (see <https://euspr.hypotheses.org>). They identify and communicate with potential blog contributors, provide guidance to the editorial team when needed, and oversee the overall process of receiving, editing and publishing blog posts, ensuring that blog posts appear online on time and to an acceptable standard. This is mostly done by email.

Suggested time allocation: 2 hours per month (on average)

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **Members of ECF Blog editorial team**

Members of the ECF Blog editorial team take turns in reviewing and uploading individual blog posts. Responsibilities include checking that articles meet formal criteria (e.g. word count) and that they are easy to understand, as well as uploading them to the ECF Blog. The editorial process follows a standard procedure. When the draft article is received from the author, the assigned editor reviews it using a checklist. This review is simpler than a peer review for a journal, and it usually takes only 30-60 minutes. If necessary, the editor returns the article to the author with his or her comments. When the final version is received from the author, the editor uploads it to the ECF Blog. Written guidance on how to check the articles and on how to use the blogging website is available.

Suggested time allocation: 3 hours per month; only relevant for those months in which you have agreed to be in charge of editing an article.

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF International Relations Officer**

The ECF International Relations Officer is the main link between the ECF and other early-career organisations in the field of prevention, such as the SPR Early Career Preventionists Network (ECPN). They explore opportunities for joint activities and shared learning (e.g. joint conference sessions, ideas for early-career activities). This is mainly achieved through teleconferences with such organisations (e.g. 2-3 times per year) and networking at conferences. The ECF International Relations Officer also keeps the ECF committee updated with regard to interesting developments in other organisations.

Suggested time allocation: 2 hours per month (on average)

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF Communications Officer**

The ECF Communications Officer is the main link between the ECF Committee and the wider Forum membership (i.e. the early-career members of the Society). Responsibilities include keeping Forum members informed about ongoing and planned ECF activities and seeking input from Forum members as and when necessary (e.g. to aid planning of early-career events at the annual conference). They will also keep the mailing list useful and informative for Forum members, for example, by forwarding information on prevention-related conferences, studentships, job positions, etc. Relevant channels for communicating with Members may include: mailing list, website, Facebook, Twitter, blog (these already exist, the ECF Communications Officer may wish to explore other options).

Suggested time allocation: 2 hours per month (on average)

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF Conference Officers**

The ECF Conference Officer represents the interests of the ECF on the EUSPR Conference Planning

Committee in the lead-up to the annual conference. They sit on the EUSPR Conference Planning Committee, where they ensure that early-career events are appropriately resourced and included in the conference programme. At a practical level, this involves teleconferences with the ECF Committee to identify ECF needs regarding the conference, and then communicating those needs to the Conference Planning Committee.

Important – this person does not have any special responsibilities at the actual conference; the role refers exclusively to the planning stage. Attendance at the annual conference is not a requirement.

Suggested time allocation: 3 hours per month (on average); in the six months leading up to the conference

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

### **ECF Training Officer**

The ECF Training Officer plans training activities for ECF members, for example ensuring that there is a special early-careers themed workshop at the annual conference. For the annual pre-conference workshop, this would involve identifying a relevant topic (e.g. by consulting with other committee members and the wider Forum membership), identifying and contacting relevant speakers, suggesting a format for the day, and (if appropriate) facilitating (parts of) the workshop. Administrative support is provided by the EUSPR Board for activities relating to the annual conference (i.e. you would NOT be in charge of inviting workshop participants or booking venue/catering). Future responsibilities may also include supporting the Board with the implementation of special training events for early-career preventionists which would take place outside of the annual conference.

Suggested time allocation: 3 hours per month (on average) in the six months leading up to the conference. Important – if the Training Officer decides to facilitate the pre-conference workshop, more time may be required to prepare for this.

For further information about this role, please contact Boris Chapoton (boris.chapoton [at] univ-st-etienne.fr).

**For more information on current ECF Committee Members, please visit the ECF dedicated page on the EUSPR website**

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