

## UACES Graduate Forum Committee Members – Our Expectations

Terms for Graduate Forum Committee Members usually run for 2 years from 1 December to 30 November 2 years later (e.g., if you join the committee on 1 December 2024, your term will end on 30 November 2026).

If you join the committee part-way through a year, your term will still end at the end of that 2-year cycle (e.g., if you joined the committee on 1 June 2025, your term would still end on 30 November 2026).

Here are some general expectations for all committee members which we have outlined below.

All Graduate Forum committee members are expected to contribute fully to the work of the Graduate Forum. This includes:

- Getting involved with event organisation – inviting speakers, suggesting topics and themes for events, reviewing papers for the annual conference, and contributing to general admin for Graduate Forum events
- Responding promptly to emails/messages from other GF members (usually within 3 days of receipt)
- Joining the Graduate Forum WhatsApp group which is used for communication between committee members
- Attending both the Doctoral Training Academy and the Graduate Forum Research Conference each year (UACES will cover the costs)
- Attending at least 1 in-person meeting of the Graduate Forum Committee each year
- Attending virtual meetings of the Graduate Forum committee as required
- Chairing sessions at the Graduate Forum Research Conference
- Following the [UACES Code of Conduct and EDI Policy](#)
- Helping to promote the Graduate Forum and widen our network of junior academics

If at any point committee members are unable to fulfil these expectations, they can contact the Graduate Forum chair (Niall Robb – [nrobb03@qub.ac.uk](mailto:nrobb03@qub.ac.uk)) and Ollie Pilkington at UACES ([opilkington@uaces.org](mailto:opilkington@uaces.org)). We want to support all committee members in their role, and we can make adjustments and allowances where necessary.

If you decide that you need to end your term on the committee early, committee members must inform UACES at least 1 month prior to either the DTA or Graduate Forum Research Conference. This allows us enough time to advertise the open position to attendees at these events.

If UACES determines that you are not fulfilling your obligations, we reserve the right to end your term on the committee early. UACES staff will inform you via email of our decision and you will have the right to appeal the decision. If you appeal, UACES staff will pass the matter onto the officers of UACES for consideration.