The UACES Graduate Forum Committee shall convene at least four times per year including one in person before the Graduate Forum Conference with additional business conducted via email and WhatsApp.

Terms of reference for UACES Graduate Forum Committee Members

General Duties

1. Ensure the smooth running and coordination of the UACES Graduate Forum events and activities.
2. Attend the full programme at the Graduate Forum Conference and Doctoral Training Academy. Reasonable expenses will be covered by UACES.
3. Represent the interests of UACES Student, PhD Researcher, and Early Career Members.
4. Attend, observe, engage, and chair with the committee, working groups, and task and finish groups as the Constitution and By-Laws require. The Graduate Forum Chair will be expected to attend all in-person meetings whilst the rest of the Graduate Forum Committee will be expected to attend virtual meetings only.
5. Produce reports to the Officer and Committee meetings as necessary.
6. Uphold the constitution, policies and values of UACES and always abide by the Nolan Principles.
7. Participate in the annual Committee member peer review process.

Selection Process and Terms of Office as a Graduate Forum Committee Member

1. Maximum length of office is two years, unless re-elected.
2. Graduate Forum Committee members are selected via election from the paid UACES membership.
3. Nominations open annually in November.
4. Nominations may be submitted via the UACES Office as directed on the UACES website.
5. Nominations will only be accepted from the paid UACES membership and nominees must state their willingness to be nominated and to actively serve if elected.

6. Elections will take place in November and will be completed in December. Results will be announced within two working days.
7. Graduate Forum Committee Members so elected shall officially take office immediately, upon signing the Terms of Reference

Terms of Reference for the UACES Graduate Forum Chair

Specific Duties

1. To chair the UACES Graduate Forum Committee, ensuring all members are active and engaged.
2. To lead the UACES Graduate Forum Committee on the delivery of all activities including events, communications, and membership retention and recruitment.
3. To be a UACES Graduate Forum representative at meetings and conferences and via their networks, proactively promoting the Graduate Forum and membership benefits.
4. To chair sessions at the Graduate Forum Conference and Doctoral Training Academy.
5. To be the members' representative on the UACES Committee and relevant Working Groups for items relating to the Graduate Forum Committee.
6. To advocate for and pursue strategic partnerships that support UACES' charitable objectives relating to the Graduate Forum.
7. To delegate authority or chairing of a UACES Graduate Forum Committee meeting to another Graduate Forum Committee member in the event that they cannot carry out their duties.

Terms of Reference for the Communications Officer

Specific Duties

1. Working with the Graduate Forum Committee and UACES Office, create and deliver a communications plan that promotes the work of the Graduate Forum and its events.
2. To be a UACES Graduate Forum representative at meetings and conferences and via their networks, proactively promoting the Graduate Forum and membership benefits.
3. To chair sessions at the Graduate Forum Conference and Doctorial Training Academy.
4. To be the members' representative on the UACES Engagement Working Group and attend virtual meetings for items relating to the Graduate Forum Committee.
5. To advocate for and pursue strategic partnerships that support UACES' charitable objectives relating to the Graduate Forum.
6. To deputise for the Chair as and when appropriate.

Terms of Reference for the Events Officer (Two posts)

Specific Duties

1. Working with the Graduate Forum Committee and UACES Office, create and deliver an annual events plan that includes the Graduate Forum Conference, Doctoral Training Academy and webinar series.
2. To be a UACES Graduate Forum representative at meetings and conferences and via their networks, proactively promoting the Graduate Forum and membership benefits.
3. To chair sessions at the Graduate Forum Conference and Doctorial Training Academy.
4. To be the member's representative on the UACES Events Working Group and attend virtual meetings for items relating to the Graduate Forum Committee.
5. To advocate for and pursue strategic partnerships that support UACES' charitable objectives relating to the Graduate Forum.
6. To deputise for the Chair as and when appropriate.

Terms of Reference for the Student and ECR Representative

Specific Duties

1. Working with the Graduate Forum Committee and UACES Office, actively recruit new UACES and Graduate Forum members at events and through your networks, and foster relations with current Graduate Forum members to ensure retention.
2. To be a UACES Graduate Forum representative at meetings and conferences and via their networks, proactively promoting the Graduate Forum and membership benefits.
3. To chair sessions at the Graduate Forum Conference and Doctorial Training Academy.
4. To be the members' representative on the UACES Engagement Working Group and attend virtual meetings for items relating to the Graduate Forum Committee.
5. To advocate for and pursue strategic partnerships that support UACES' charitable objectives relating to the Graduate Forum.
6. To deputise for the Chair as and when appropriate.