

NECTAR Co-Chair Role Description

- **Purpose**

NECTAR, the Network for Early Career Teachers, Academics and Researchers at ANU, supports all early-career academics (ECAs) at ANU. NECTAR support of ECAs includes the following: representation of ECAs within the University; advocating the needs of the ECA constituency in the relevant University governance structures, and supplementing ANU professional development and mentoring so that it specifically addresses the career advancement of ECAs.

All ECAs of ANU are members of NECTAR. A collective of ECAs, called the NECTAR Custodians, are co-chaired by three ECAs who have the following role: the Co-Chair positions are responsible for representing the voice of ECAs and lead in the organisation of NECTAR advocacy and professional development.

- **Role statement**

The Co-chairs will lead the advocacy NECTAR as a representative of the ECAs of ANU as follows:

- Take a lead role in NECTAR governance, particularly in relation to advocating the needs of ECAs.
- Set the agenda for and chair the NECTAR business meetings.
- Take turns to act as spokesperson and represent NECTAR at key meetings with the ANU Executive.
- Give broad direction to the NECTAR Coordinator in conjunction with their supervisor (currently the Associate Director, Wellbeing).
- In collaboration with NECTAR staff, facilitate and maintain close working relationships between NECTAR and other stakeholders concerned with the welfare of ECAs at ANU.
- Handover to subsequent Co-Chairs.

Desirable additional contributions:

- Understand the University Strategic Plans and policies relevant to ECAs.
- Foster communication across the ECA community.
- Act as the contact person about NECTAR's advocacy role in the University.
- Promote NECTAR and ECA initiatives.

- **Number of Co-Chairs**

To facilitate the representation of the rich diversity that makes up the ECA community and to distribute the workload of representing ECAs, we will aim to appoint 3-4 Co-Chairs annually.

NECTAR aims to enable gender balance in our Co-Chairs, but does not enforce a quota.

- **Duration of appointment**

Co-Chairs are appointed for 12 months plus any months until the subsequent annual election process, or until their affiliation with ANU ends, whichever comes first. Re-appointment is possible for two additional terms.

- **Eligibility**

The NECTAR Co-Chairs will be a voluntary role but the Co-Chairs must either be employed as staff of ANU in a research and/or teaching role (full-time, part-time or casual) or be affiliated with the University (Visiting Fellows, Honorary Fellows, PhD candidates) for the duration of appointment.

Prior involvement with NECTAR for at least six months, or equivalent demonstrated commitment is essential for self-nomination.

- **Selection process**

Nominations will:

1. Nominations for vacant Co-Chair positions will be open annually prior to the NECTAR Annual General Meeting (AGM).
2. Nominations will be open by inviting nominations from the whole ECA constituency, via the NECTAR email list, and remain open for at least two weeks.
3. Nominations will include a written expression of interest.
4. Subsequently the ECA constituency* of ANU will be informed of the nominations via the NECTAR email list. The candidates' EOI will be shared and the community will be invited to see the nominee(s) present informally at a meeting of NECTAR Custodians or AGM. All ECA of ANU are invited to join the NECTAR Custodians and/or raise any concerns to be considered by the voting members.
5. Voting members will be NECTAR Custodians and School representatives.
6. ECA constituency of ANU will be informed of their new representatives.
7. If a Co-Chair resigns, nominations will open to find a replacement within two months, except if the AGM is within 6 months, in which case NECTAR Custodians will be asked to nominate for an Acting Co-Chair role. The Acting Co-chair role will be a maximum of 6 months.
8. When a Co-Chair nominates to continue their term, they will go into the annual election process.
9. If a Co-Chair resigns during their term, nominations will open to fill the role through the same process as above.

***NECTAR's constituency of ECAs defined**

NECTAR defines early-career academics (ECAs) with a broad inclusion of all staff and HDR candidates who self-identify as early-career researchers and teachers.

- This definition of ECAs includes full- and part-time research and teaching staff, casual/sessional staff, visiting fellows and HDR candidates. It includes people of all levels of employment and irrespective of whether they hold a PhD.
- NECTAR's definition takes into account career interruptions that affect how people self-identify as early-career academics.
- It is inclusive of people of all genders, ages, ethnicities, backgrounds and identities, in line with the ANU 2018–2021 Strategic Plan and its goal to achieve equity. It's deliberately inclusive, aiming to enrich the community and welcome its diversity.