



## Victorian Infection & Immunity Network

### Policy on selection of new Co-Convenors

The Victorian Infection and Immunity Network will be led by two Co-Convenors.

The Co-Convenors will:

1. Commit to a 4-year term (subject to professional and personal circumstances) and overlap for 1 year with incumbent co-convenor
2. Ideally have been on the committee for a minimum of 12 months prior to nomination for co-convenor role
3. Act as co-Chair of the VIIN Executive Committee, together with another co-convenor to:
  - 3.1. Determine the strategic plan and direction of VIIN
  - 3.2. Direct and support requests from financial contributors
  - 3.3. Represent VIIN to Heads of Departments, the Victorian Government and other entities as necessary
  - 3.4. Attend and support the Young Investigator Symposium, Careers Evening and other standard VIIN activities
4. Act as co-chairs of the Lorne Infection and Immunity Conference's Business Development Committee to:
  - 4.1. Provide oversight of budget and operations
  - 4.2. Set and achieve sponsor recruitment and targets
  - 4.3. Set and achieve registration targets
  - 4.4. Provide oversight and advice to the Program Committee and Networking, Education and Training Committee if the Chair / Deputy Chairs are unable to fulfil their functions temporarily or require additional input.
5. Meet all other expectations of VIIN Executive Members (see Statement of Expectations of Members).

Proposed process for nomination of new Co-convenors:

1. Outgoing co-convenors will indicate that a vacancy will be arising to the VIIN Executive Committee at a regular meeting.
2. Nominations or self-nominations from the committee will be sought; self-nominees are encouraged to speak to the existing Co-Convenors first.
3. Nominees should provide to the committee a statement of their suitability for the role addressing the following key requirements:
  - 3.1. Describe their field of research, level of seniority, publications and grants awarded (up to 200 words)
  - 3.2. Position of influence in the Victorian infection and immunity field (up to 100 words)
  - 3.3. Their view of VIIN and how they can contribute to advancing the mission of the Network (up to 200 words)
4. The co-convenors will review applications and base a decision on a balance of the following criteria:
  - 4.1. The views of current Committee members
  - 4.2. Seniority of career level (mid-career minimum)

- 4.3. Strategic and networking influence
- 4.4. Diversity and equity, considering gender, cultural background, geography, institution, and discipline, on balance and over several terms of convenorship.
- 4.5. Both incumbent co-convenors should not be from the same organisation.
5. In the event that no interested parties from within the VIIN executive apply, VIIN will seek expressions of interest from outside the committee, firstly by approaching suitably qualified individuals and then by advertising the opportunity through the VIIN mailing list. Applicants are expected to follow the same process and will be selected using the same process as internal applicants, as outlined in points 3 and 4.
6. The selection of Co-Convenors will take into consideration VIIN's operations and history.