



## Victorian Infection & Immunity Network

### Statement of Expectations – Executive Members

- There will be members from each Contributing Organisation with consideration given to diversity and equity (including specific considerations of balance among gender, disciplinary focus, seniority, cultural background and other factors as become necessary)
- The members will ideally commit to a 4 year term; a minimum term of 2 years is required.
- Members will be senior researchers. Researchers at the Associate Professor or Professor levels are preferred but experienced post-doctoral researchers will be welcomed.
- Members will:
  - Take a pro-active role in lobbying their Head of Department for annual funding, supported by an annual report (including statistics), developed by the Program Manager
  - Actively participate in VIIN's Executive Committee meetings (2 hours each by Zoom), held quarterly by:
    - Pre-reading the agenda and supporting materials
    - Contributing to discussions
    - Volunteering to support relevant actions
    - Working collegially and collaboratively with other Executive Committee members, including with the ECR Representative to the Executive Committee.
  - Promote VIIN's activities to their departments and networks, by:
    - Signing up to the VIIN mailing list
    - Establishing a profile on the VIIN website
    - Pro-actively forwarding updates about VIIN's activities to their departmental emailing lists and newsletters
    - Circulating requests for Expression of Interest for Young Investigator or Executive Committee member roles
  - Contribute to VIIN's activities, including but not limited to:
    - VIIN Young Investigator Symposium: Assisting with judging (1/2 day commitment required)
    - VIIN Careers Evening (encouraged)
    - Attendance at the Lorne Infection and Immunity Conference (strongly encouraged)
  - Expect to spend a minimum of 25 hours annually on supporting VIIN activities. Appendix 1 provides a guide as to how this is distributed.

## Appendix 1: Forecast committee commitments in 2024-2025

Task	Sub-tasks	Annual total hrs
<b>Executive meetings</b>	Pre-reading agenda and materials and post-reading minutes	4
	Meetings (4 x 2 hrs)	8
<b>Departmental lobbying and promotion</b>		2
<b>Project work</b>	As needed, arising from Committee actions and strategic initiatives	7
<b>Participation in events</b>	Young Investigator Symposium (1/2 day commitment minimum)	4
	Careers Evening (suggested)	3
	Lorne Infection and Immunity Conference (suggested)	36
	<b>Minimum commitment</b>	25
	<b>Suggested activities</b>	39
	<b>Total maximum commitment (includes attending a 3 day conference)</b>	64