



University of Liverpool Research Staff Association Roles

The UoL RSA continues to welcome colleagues to take on roles in the Steering Group. This is particularly crucial to ensure the sustainability of the RSA, and it would be ideal to have at least two representatives assigned to each role so that responsibilities can be shared. Below is a list of the different roles within the committee and what they entail. It is recognised that roles will change as the Association develops. All roles are designed to be undertaken with the support of fellow Steering Committee members, and the Academy representative. Current members of the Steering Committee can be seen at: <https://www.liverpool.ac.uk/researcher/uol-rsa/steering-committee/>

Co-Chair – 2 individuals

- Oversees and brings together all aspects of the Association's activity
- Directs and organises regular RSA meetings, conferences and social events
- Holds this position for at least 1 year then helps as out-going chair for one year/ until end of contract
- Collaborates with co-chair to ensure all responsibilities including representation on University committees and groups are covered as required
- Has a direct responsibility to liaise with The Academy
- Sits on the Concordat Steering Group as RSA representative to inform action planning from a research staff perspective

Deputy co-chair – 2 individuals

- Takes minutes and helps organise meetings
- Contributes to developing the agenda
- Day-to-day management of the RSA mailing account
- Maintains organised/effective records
- Potential to becoming co-chair
- Updates/maintains social media accounts linked to UoL RSA
- Promotes UoL RSA and events which are potentially helpful to research staff on social media

Liaison committee members from each School/Institute – at least 2 representatives per School/Institute

- Holds the position for at least six months
- Attends regular RSA Steering Committee meetings (usually once every 6-weeks)
- Functions as the point of contact for staff within Schools/Institutes regarding issues/problems/sharing of effective practice and bring these to the RSA meetings
- Actively reports back/communicates to their school/institutes with outcomes from the RSA activities
- Actively participates in the organisation and promotion of RSA events

We welcome role sharing, as well as people who can only provide support for a limited time. If you are interested in discussing or taking on one of these roles or a more specialised role, such as social media management, please contact the co-chairs of the UoL RSA at researchstaffassociation@liverpool.ac.uk