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## **ASP Council Position Descriptions**

### **ASP Fellows representative**

May 2020

## **Representative from the Society's Fellowship**

The representative from the Society's Fellowship will be elected for a single term and may not serve more than three consecutive terms.

The role of the representative from the Society's Fellowship is to engage and communicate with ASP Fellows and represent ASP Fellows on the ASP Council.

Duties of the representative from the Society's Fellowship are to attend four ASP Council Meetings per year, including the End of Term Meeting held prior to the AGM and the Mid Term Meeting held around January/February each year. This representative has voting rights on the ASP Council and provides reports to Council and the Newsletter.

### **Fellow's representative main tasks:**

#### **Outreach**

- Where appropriate engage Fellows in ASP outreach activities (this will vary considerably across the country). This may include being involved in National Science Week, World Malaria Day, Open day activities, ASP outreach events.

#### **Communication**

- Communicate relevant upcoming events to ASP Fellows.
- Communicate changes in ASP decisions/constitution that affect ASP Fellows.
- Communicate upcoming ASP funding opportunities for ASP Fellows.
- Communicate ASP resources available.
- Communicate ASP/IJP et al. through social media where appropriate.

#### **Newsletter**

- Where appropriate write ASP Fellow updates for Newsletters.

### **ASP Council Meetings**

The ASP Council will meet four times per year. Usually two meetings are virtual, held online, and two are face-to-face where possible.

#### **Mid Term Meeting (MTM)**

- MTM is usually held late January or early February. ASP Secretary will arrange the location, meeting room and arrange accommodation, depending on cost and availability.
- Dinner was arranged for the night before the meeting.
- Airfares reimbursed to members.
- Overnight (or more if required) accommodation and economy airfares are paid for by ASP for each Council member.

#### **End of Term Meeting (ETM)**

- The ETM occurs before the AGM and is usually held day before the start of the annual Conference.
- All accommodation is paid for the Executive (President, Treasurer and Executive Secretary).
- One night's accommodation is paid for each other Council member.