

Organisation and Roles within the Karolinska Institutet Postdoc Association (KIPA)

Version: September 2020



Karolinska Institutet
Postdoc Association

KI website: <https://staff.ki.se/ki-postdoc-association>

KIPA website: <https://kipostdocassociation.org/>

Contact: info@kipostdocassociation.org

Facebook: <https://www.facebook.com/KIPostDocAssociation>

Twitter: <https://twitter.com/KPostdocs>

LinkedIn: <https://www.linkedin.com/groups/6819074/>

Getting involved with the Karolinska Institutet Postdoc Association (KIPA)

Being an active member of KIPA should be beneficial for you, as well as for the university's postdocs. Whilst KIPA members strive to help the resident postdoc community, we also need to think about our own professional and personal experience.

So if you're thinking of being a part of the association,
ask yourself these two questions...

- ① What sort of **activities/tasks** do I like doing?
- ② What kind of **experience/training** do I want to acquire?

Now, take a look at the different roles/functions in KIPA and turn to the relevant page to find out more about them. The organisational structure of KIPA is shown on the following page.

Advocacy/policy tasks

1	Chair	page 3
2	VC* for Advocacy and Representation	p3
10	'Postdoc' WG** member	p6
13	KIPA Representative to 'Program and Course' Committee	p7
14	Diversity Officer	p8
15	Volunteer	p8

Leadership and managerial tasks

1	Chair	p3
2	VC* for Advocacy and Representation	p3
3	VC* for Community Building	p4
4	VC* for Professional Development	p4

Social tasks/opportunities

1	Chair	p3
3	VC* for Community Building	p4
7	Social media coordinator	p5
9	Information contact	p6
11	'Social' WG** member	p7
13	Volunteer	p8

Vocational/professional focus

1	Chair	p3
4	VC* for Professional Development	p4
12	'Careers' WG** member	p7
14	Volunteer	p8

Administrative tasks

1	Chair	p3
5	Treasurer	p5
6	Secretary	p5
8	Website manager	p6
9	Information contact	p6

Computing tasks

6	Secretary	p5
8	Website manager	p6

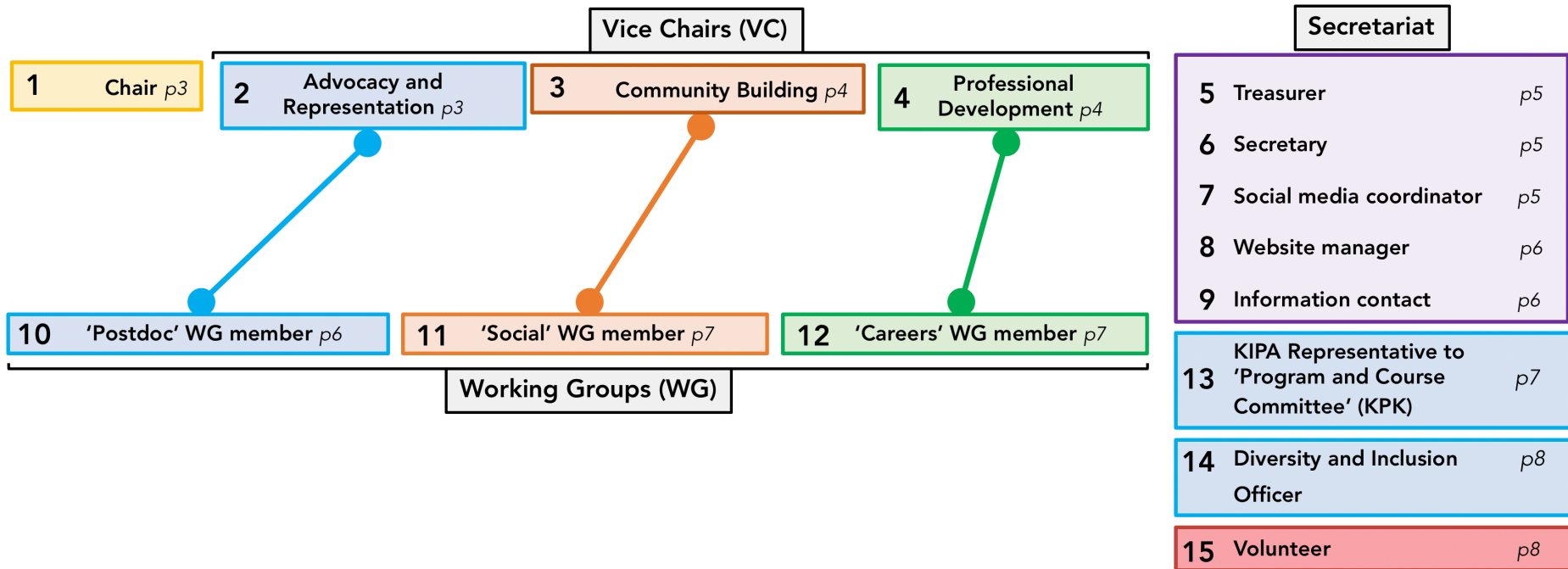
Public relations tasks

1	Chair	p3
2	VC* for Advocacy and Representation	p3
3	VC* for Community Building	p4
7	Social media coordinator	p6
11	'Social' WG** member	p7
14	Diversity Officer	p8

* VC = Vice Chair

** WG = Working Group

KIPA Organisational Structure



* VC = Vice Chair

** WG = Working Group

(1) Chair

Elected position, one year

Activities: The **Chairperson** is KIPA's main spokesperson within KI, as well as externally with other associations and organisations. Likewise, the Chair is the main liaison/contact (alongside the *Vice-Chairs for Advocacy and Representation* and *Professional Development*) for:

- (i) KI Executive Leadership, Junior Faculty, Career Service and the Doctoral School Association
- (ii) Swedish Network of Postdoc Associations (SNPA)
- (iii) European Network of Postdoc Associations (ENPA)

The Chair's main operational role is the overall coordination and management of KIPA board members and projects.

Benefits:

- (i) Gain experience in lobbying university leadership and national stakeholders (e.g. research councils)
- (ii) Learn leadership and managerial skills by coordinating a group of researchers and various projects
- (iii) Understand how research and education are governed at both university and national levels
- (iv) Build a network comprising university leadership, university auxiliary offices (e.g. careers, grants, entrepreneurship), national policymakers (e.g. government, research councils), industry recruiters, faculty members and European researchers.

(2) Vice-Chair (VC) for Advocacy and Representation

Elected position, one year

Activities: The **VC for Advocacy and Representation** works towards ensuring better working conditions and institutional representation for KI postdocs. This is partly achieved through acting as the coordinator of the '*Postdoc*' Working Group (see page 6). The VC is also a liaison/contact (alongside the *Chair*) for:

- (i) KI Executive Leadership, Junior Faculty and the Doctoral School Association
- (ii) Swedish Network of Postdoc Associations (SNPA)
- (iii) European Network of Postdoc Associations (ENPA)

Benefits:

- (i) Gain experience in lobbying university leadership and national stakeholders (e.g. research councils)
- (ii) Learn to collect and present community sentiment by devising and analysing postdoc surveys

- (iii) Learn leadership and managerial skills by coordinating the 'Postdoc' Working Group
- (iv) Build a network comprising university leadership, national policymakers (e.g. government, research council), faculty members and European researchers.

(3) VC for Community Building

Elected position, one year

Activities: The **VC for Community Building** works to bring the KI postdoctoral community closer together and give postdocs the opportunity to socialise. This is partly achieved through acting as the coordinator of the 'Social' Working Group (see page 7). The VC is also KIPA's delegate at 'welcome days', organises afterwork events and helps arrange the General Annual Meeting with the *Chair*.

- Benefits:
- (i) Gain experience in organising and budgeting for social events
 - (ii) Develop your public relations by engaging with new postdocs
 - (iii) Learn leadership and managerial skills by coordinating the 'Social' Working Group
 - (iv) Build a network comprising university leadership and faculty members.

(4) VC for Professional Development

Elected position, one year

Activities: The **VC for Professional Development** works to create training and career planning opportunities for KI postdocs. This is achieved partly through acting as the coordinator of the 'Careers' Working Group (see page 7). Along with this working group, the VC organises the annual 'Careers Inside Academia' and 'Careers Outside Academia' events. The VC is also a liaison/contact to KI Career Service (with the *Chair*) and co-organises training events with KI Career Service.

- Benefits:
- (i) Gain experience in lobbying university leadership for better postdoc training and mentorship
 - (ii) Learn leadership and managerial skills by coordinating the 'Careers' Working Group
 - (iii) Gain experience in organising and budgeting for careers events
 - (iv) Understand how education is governed at both university- and national levels

- (v) Build a network comprising university leadership, university auxiliary offices (e.g. careers, grants, entrepreneurship), industry recruiters and faculty members.

(5) Treasurer

Elected position, one year

Activities: The **Treasurer** manages KIPA account/finances, devises the annual budget and seeks sponsors for events and initiatives.

- Benefits:
- (i) Gain experience in lobbying university leadership for increased funding and external bodies (e.g. journals) for sponsorship
 - (iii) Learn how to economically sustain advocative, professional and social projects
 - (iv) Understand how research and education are financed at both university- and national levels
 - (iv) Build a network comprising university leadership, university auxiliary offices (e.g. careers, grants, entrepreneurship), industry recruiters and faculty members.

(6) Secretary

Elected position, one year

Activities: The **Secretary** takes meeting minutes and organises KIPA computer records and data.

- Benefits:
- (i) Gain experience in administering projects and ensuring effective record-keeping
 - (ii) Enhance your writing proficiency by recording and summarising board meeting discussions
 - (iii) Understand how research and education are governed at both university- and national levels, by having awareness of all ongoing projects and their progress

(7) Social Media Coordinator

Activities: The **Social Media Coordinator** produces and posts publicity for KIPA events/projects on Facebook, Twitter and LinkedIn, produces and disseminates the monthly newsletter, and manages the KIPA mailing list.

- Benefits:
- (i) Gain experience in generating an active social media presence for early career researchers
 - (ii) Learn tools for producing newsletters
 - (iii) Understand motivational and educational tools for driving change
 - (iv) Learn about current trends and news items affecting life sciences and academia whilst you post about them in social media

(8) Website Manager

Activities: The **Website Manager** administers the KIPA internal and external webpages.

- Benefits:
- (i) Receive training in the [Drupal 7](#) website management system
 - (ii) Gain experience in managing and maintaining KIPA's external webpage hosted through Google sites
 - (iii) Working with the Chair and Vice-Chairs in order to produce impactful imagery and text to promote KIPA's mission

(9) Information Contact

Activities: The **Information Contact** administers the KIPA email, and forwards emails from postdocs on to KIPA board members in a timely manner.

- Benefits:
- (i) Develop strong public relations skills by facilitating postdocs with initial enquiries made to the KIPA email inbox
 - (ii) Working with the *Chair* and *Vice-Chairs*, understand the operational practice and structure of a university better through helping postdocs with issues

(10) Member of 'Postdoc' Working Group

Activities: Work with the *Vice Chair for Advocacy and Representation* and other working group members to produce postdoc guidelines and advice, as well as designing and analysing surveys.

- Benefits:
- (i) Learn how to produce documentation and written statements whilst lobbying for change
 - (ii) Understand the decision-making processes and structure of a university by promoting postdoc working conditions

- (iii) Gain experience in surveying and analysing early-career researchers' opinion on a range of professional matters (e.g. career skills, funding opportunities)

(11) Member of 'Social' Working Group

Activities: Work with the *Vice Chair for Community Building* and other working group members to organise and host social events, as well as recruit new KIPA members.

- Benefits:
- (i) Gain experience in organising and budgeting for social events
 - (ii) Develop your public relations by engaging with new postdocs

(12) Member of 'Careers' Working Group

Activities: Work with the *Vice Chair for Professional Development* and other working group members to organise and host career events.

- Benefits:
- (i) Gain experience in organising and budgeting for careers events
 - (ii) Bring professional training to KI that interests you
 - (v) Build a network comprising university auxiliary offices (e.g. careers, grants, entrepreneurship), industry recruiters and faculty members.

(13) KIPA Representative to 'Program and Course' Committee

Elected position, one year

Activities: Be KIPA's official representative to KI's executive committee concerning Programs and Courses. Help communicate postdoc sentiment and needs to the body responsible for providing training courses to early career researchers.

- Benefits:
- (i) Gain experience in lobbying university leadership.
 - (ii) Learn to collect and present community sentiment by devising and analysing postdoc surveys
 - (iv) Build a network comprising university leadership and faculty members.

(14) Diversity and Inclusion Officer

Elected position, one year

Activities: The Diversity and Inclusion Officer works to ensure equal opportunities for KI postdocs, regardless of age, gender, ability, sex, sexuality, ethnicity, culture or religion. The Diversity and Inclusion Officer's primary goal is to help create a fair and equitable culture at the university. This is achieved, partly, through:

- (i) Researching and recommending on KIPA activities, projects and issues concerning diversity and inclusion.
- (ii) Build and maintain relationships with diversity-focused organisations within KI, Sweden and across Europe to forge cooperation and advocacy projects.

Benefits:

- (i) Gain experience in lobbying university leadership and national stakeholders (e.g. research councils).
- (ii) Develop your public relations by engaging with new postdocs and advocacy groups.
- (iii) Build a network comprising minority and advocacy groups, university leadership, local and national policymakers (e.g. government, research council), faculty members and European researchers.
- (iv) Enable equal access to services, support inclusivity, and act as a champion for diversity.

(15) Volunteer

Activities: Be included on a list of people who are contacted when volunteers are needed to help at events or with specific projects. You can commit anything from one hour to as much time as you are willing to give!

Benefits:

- (i) Contribute to KIPA in your spare time
- (ii) Gain broad experience in the different projects pursued by KIPA