

The President

The Vice-President

The Secretary

The Roving Director

The Director of Communications and Online Department

The Director of the Press Department

The Director of the Science Policy Department

The Director of the Public Engagement and Outreach Department *(vote pending at 2023 Annual General Meeting)*

The Director of the Territorial Department *(vote pending at 2023 Annual General Meeting)*



## THE PRESIDENT

The President shall represent the Society, in accordance with the Articles and the Objects of the Society as and when it is appropriate, particularly in the interactions with other societies, charities, authorities or government representation and the media.

The President will chair the Board and Executive Committee meetings and in his/her absence shall nominate a chair for the Board and Executive Committee meetings.

The President will provide leadership to ensure that the Objects of the Society are met, and will ensure all Constituencies, committees and Departments are well coordinated and act according to the Articles and Objects of the Society, the memorandum of activities, and any internal rule approved by the Executive Committee.

The President shall liaise with institutions, partners, and other societies; and will serve as spokesperson before mass media. The President will represent the Society in any committee, meeting, federation or network where the Society gets a partner member. In his/her absence, the President will designate an appropriate representative to act on his/her behalf according to specific requirements.

The President shall represent the Society in Science Policy matters according to the periodic strategic framework documents and reports of recommendations on science policy prepared by the Science Policy Department that set out strategic and policy priorities of the Society, agreed and approved by the Executive Committee.

The President will not be an active/official Member of any working group of volunteers of Constituencies, Departments or Committees, except for the Science Policy Department.

Please, contact the current **President, Claudia Román Montañana**, if you are interested in knowing more about the position: [president@sruk.org.uk](mailto:president@sruk.org.uk)



## THE VICE-PRESIDENT

The Vice-president shall represent the Society in the absence of the President and as and when it is appropriate, always in accordance with the Articles, the Rules and these byelaws and with the Objects of the Society.

The Vice-president will help the president to ensure the Objects of The Society are met.

It is the responsibility of the Vice-president to develop funding applications that will grant economic support for the Society. The Vice-president will prepare and submit the proposals to existing sponsors.

The Vice-president will secure funding from new partners. The Vice-president will be responsible, working alongside the treasurer, for the allocation of funds obtained from sponsors.

It is the responsibility of the Vice-president to manage the consolidation of the Organizing Committee of the International Symposium.

Please, contact the current **Vice-President, Irene Echeverria Altuna**, if you are interested in knowing more about the position: [vicepresident@sruk.org.uk](mailto:vicepresident@sruk.org.uk)



## THE SECRETARY

The Secretary will ensure that the documentation of the Society is kept up to date and properly filed.

The Secretary is responsible for the administrative procedures of the Board and Executive Committee Meetings and the Annual General Meetings.

The Secretary has the responsibility for communicating with new Members.

It is the responsibility of the Secretary to ensure the communication on all relevant matters concerning the Society and all of its Members are timely, adequate and complete.

The Board shall ensure that the Secretary keeps minutes for the purpose:

of all appointments of officers made by the Directors; and

of all proceedings at meetings of the Society and of the Directors and of Executive Committees including the names of the Directors and Executive Officers present at each such meeting.

The Secretary shall keep a registry of the membership of the Society.

The Secretary shall ensure that all the necessary filings to any relevant statutory registers are carried out properly and promptly and that such statutory registers are maintained and kept up to date.

The Secretary shall ensure that official reports and other necessary documentation are sent to the UK or Spanish government (as appropriate) in a timely fashion.

The Secretary shall coordinate with all local secretaries, and both the Director of Communications and Online Department and the Press Officer, to ensure an appropriate dissemination among our members of all activities done by constituencies of the Society.

Please, contact the **interim Secretary, Sinuhé Perea**, if you are interested in knowing more about the position: [secretary@sruk.org.uk](mailto:secretary@sruk.org.uk)



## The Roving Director

The Roving Director shall represent the Society in the absence of the President and/or Vice-President as and when it is appropriate.

The Roving Director will liaise with the Secretary to ensure communications within and without the Society are correct, timely and adequate and always in accordance with the Articles and the Objects of the Society.

The Roving Director will ensure that the interests of the Constituencies are represented in the Board and Executive Committee, especially those that are not yet established. The Roving Director shall serve as an Interim Director of Constituency in the case of an established constituency failing to elect a representative.

The Roving Director shall coordinate the correct communication between the Board of Directors and the SRUK Scientific Advisory Board, and with the SRUK Evaluations committee or any other relevant committees requiring close relationship.

The Roving Director will support the Vice-President to secure funding from new partners, especially private sponsors and collaborations with research institutions and industry.

Please, contact the current **Roving Director, Pilar Acedo**, if you are interested in knowing more about this new position: [roving@sruk.org.uk](mailto:roving@sruk.org.uk)



## The Head of the Communications and Online Department

The Head of the Communications and Online Department shall ensure that all social media communications follow the aims of the Society as established in the Articles and certifies the accuracy of the reports, as well as coordinates the reports being published by the different online media.

The Head of the Communications and Online Department shall be the linking body of this department and the Executive Committee, in order to ensure the right and coordinated communication strategy for the Society.

The Head of the Communications and Online Department shall coordinate with the Constituencies and Departments Online Community Managers, and with the Press Department, to guarantee a common and congruent communication strategy. The Head of the Communications and Online Department will coordinate the Online Community Management, which will be formed by working group members to help with all duties.

The Head of the Communications and Online Department shall coordinate the production of any communication on the Society website (ensuring its maintenance and keeping it up-to-date) and any other online platform.

Please, contact the current **Head of the Communications and Online Department, Elisabet Batlle Rocafort**, if you are interested in knowing more about this new position: [online@sruk.org.uk](mailto:online@sruk.org.uk)



## The Head of the Press Department

The Head of the Press Department shall liaise with members of the press, news agencies and media, and any other institution's press office on behalf of the society with approval of the Executive Committee in order to disseminate news, events and activities related with the Society.

The Head of the Press Department shall liaise with specialized scientific press and mass media, enabling contact between journalists and researchers to help with dissemination of the research related work of the Society's members.

The Head of the Press Department shall coordinate with the Heads of Constituencies, Directors of Departments, and with the Department of Online Community Management, to guarantee a common and congruent communication strategy. The Head of the Press Department will coordinate the Press Office, which will be formed by working group members to help with all duties.

The Head of the Press Department shall coordinate the production of any communication and outreach programs such as blog, radio, and similar.

Please, contact the current **Head of the Press Department, Sandra Álvarez Carretero**, if you are interested in knowing more about this new position:  
[press@sruk.org.uk](mailto:press@sruk.org.uk)



## The Head of the Science Policy Department

The Head of Science Policy will lead the Science Policy Department, which will be formed by working group members to help with all duties.

The Head of Science Policy shall coordinate preparation of periodic documents/reports of recommendations on science policy, which must be agreed with Members and approved by the Executive Committee. These documents shall advise all political parties and institutions, and should capture the overall feel of the Members, sharing ideas for improvement of the R&D system based on professional experience in the UK or other countries.

The Head of Science Policy will draft other reports of science policy as requested by the Board or the Executive Committee and will write articles on science policy on its own initiative, on request of the Science Policy Department or on request of the Society's Members or by the Press Department for publication in mass media, under the consent of the Executive Committee.

The Head of Science Policy Department shall review, suggest and update members on collective actions in defence of Science; and will suggest to the Executive Committee on actions to perform on behalf of the Society on these matters.

Please, contact the **interim Head of the Science Policy Department, Rafael Carrascosa Marzo**, if you are interested in knowing more about this new position:  
[sciencepolicy@sruk.org.uk](mailto:sciencepolicy@sruk.org.uk)



**\*The Head of the Public Engagement and Outreach Department**

The Head of the Public Engagement and Outreach Department shall oversee SRUK/CERU committees related to public engagement and outreach at the Executive Committee meetings.

The Head of the Public Engagement and Outreach Department shall be the point of contact with the SRUK/CERU committees adhered to this Department and to act as liaison between them and the Board and Executive Committee.

The Head of the Public Engagement and Outreach Department shall define strategies and propose general guidelines to increase the impact of SRUK/CERU activities adhered to the Committees in this Department.

Please, contact the **interim Head of the Public Engagement and Outreach Department, José Luis Marín Rubio**, if you are interested in knowing more about this new position: [outreach@sruk.org.uk](mailto:outreach@sruk.org.uk)

*\*Pending vote at 2023 Annual General Meeting*



### \*The Head of the Territorial Department

The Head of the Territorial Department shall oversee active SRUK/CERU constituencies by liaising with the Heads of Constituencies to enhance cooperation and to draw a strategy for maximising the impact of events across Constituencies.

The Head of the Territorial Department shall oversee and draw strategies to reactivate dormant Constituencies and be the point of contact to create new Constituencies.

In collaboration with the Roving Director, the Head of the Territorial Department will ensure that the interests of the Constituencies are represented in the Board and Executive Committee, especially those that are not yet established. In collaboration with the Roving Director, the Head of the Territorial Department shall serve as an Interim Director of Constituency in the case of an established constituency failing to elect a representative.

Please, contact the **President, Claudia Román Montañana**, if you are interested in knowing more about this new position: [president@sruk.org.uk](mailto:president@sruk.org.uk)

*\*Pending vote at 2023 Annual General Meeting*

