

The President  
The Vice-President  
The Treasurer  
The Secretary  
The Head of Communications and Online Department  
The Head of the Press Department  
The Head of the International Collaborations Department  
The Head of the Public Engagement and Outreach Department



## 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, Irene Echeverria Altuna, 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, Javier Pardo Díaz, if you are interested in knowing more about the position: [vicepresident@sruk.org.uk](mailto:vicepresident@sruk.org.uk)

## THE TREASURER

The Treasurer shall ensure that all economic transactions of the Society are sound and in accordance with the provisions of Companies Act, the Articles, and the Objects of the Society.

The Treasurer shall communicate with the accountant/s or auditors and elaborate on the necessary financial reports of the Society both for internal and external purposes.

Accounts shall be prepared in accordance with the provisions of the Companies Act 2006. The accounts shall be subject to independent audit where required by the regulations.

No Member shall (as such) have any right of inspecting any accounting records or other book or document of the Society except as conferred by statute or authorised by the Board or by ordinary resolution of the Society.

The Treasurer will coordinate an Economic Committee formed by all local Treasurers and the Vice President to deal with local expenses of the different Constituencies and communication with funding bodies.

Please, contact the current Treasurer, Pablo del Pozo Lorenzale, if you are interested in knowing more about the position: [treasurer@sruk.org.uk](mailto:treasurer@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 current Secretary, Claudia López Rodríguez, if you are interested in knowing more about the position: [secretary@sruk.org.uk](mailto:secretary@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 co-Heads of the Communications and Online Department, Asier Rodríguez Muguruza and Laura Bravo Merodio, 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 co-Heads of the Communications and Online Department, Asier Rodríguez Muguruza and Laura Bravo Merodio, if you are interested in knowing more about this new position: [online@sruk.org.uk](mailto:online@sruk.org.uk)

## The Head of the International Collaborations Department

The Head of the International Collaborations Department will be responsible for establishing new collaborations and maintaining previous partnerships between Universities, Research Centres, and certain public and private organisations related to R&D in the United Kingdom and Spain.

The Head of International Collaborations will be responsible for coordinating an International Affairs Committee with volunteers working on relevant duties as per designation by the Executive Committee.

The Head of International Collaborations shall coordinate and ensure the correct establishment, development, and follow up of International Agreements. These Agreements will focus on three key aspects: 1) fostering international collaboration between Spanish and British researchers and institutions; 2) supporting a collaboration platform that enhances the international visibility of both Spanish and British research groups; and 3) facilitating bidirectional academic mobility to both improve the training of young researchers and encourage the attraction of scientific talent.

Please, contact the current Head of the International Collaborations Department, Cristina Barrero Sicilia, if you are interested in knowing more about the position:

[international@sruk.org.uk](mailto:international@sruk.org.uk)



## The Head of the Public Engagement and Outreach Department

The Head of the Public Engagement and Outreach Department shall oversee those Committees related to public engagement and outreach and shall represent them at the meetings of the Executive Committee.

The Head of the Public Engagement and Outreach Department shall be the point of contact with those Committees adhered to this Department and to act as liaison between them and the Board of Directors and the Executive Committee.

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

The Head of the Public Engagement and Outreach Department shall be the link with officially established institutions and associations working in Public Engagement and Outreach. When joint initiatives and strategies are developed, the Head of the Public Engagement and Outreach Department shall liaise with Members, other Directors, Departments, or Committees, in order to ensure that the interests of the Society are met, supporting collaborations and partnerships.

Please, contact the current Head of the Public Engagement and Outreach Department, Alba Fernández Sanlés, if you are interested in knowing more about the position:  
[outreach@sruk.org.uk](mailto:outreach@sruk.org.uk)