

# EARLY CAREER NETWORK COMMITTEE MEETING

**Minutes of the meeting held at 1pm on 29 November 2018 at Burlington House.**

Present: Duncan Murdock (Chair), Matt Sharp, Josh Hughes, Tom Skiggs, Matt Webster, Katie McFall, Deborah Thomas, Amy Ball (Geol Soc)

Via telephone: Ross Minall

Apologies: Huw Richards, Tom Backhouse, Mohammad Jahangir (Geol Soc)

## 1. APOLOGIES

As above.

## 2. INTRODUCTION & BACKGROUND TO THE NETWORK TO DATE

Three prior meetings by a working group assembled by the Geol Soc resulted in the appointment of the initial committee for the Early Career Network. This committee will sit for one year with a new committee elected at the AGM.

Noted that the formation of the network was driven by early career scientists, not the geological society, and sits for the benefit of that group.

## 3. TERMS OF REFERENCE

Draft Terms of Reference to be updated and signed-off on completion of points 4, 5 and 6.

Matt W suggested to include an alteration clause within the Terms of Reference. Duncan to update.

### **Actions:**

Terms of Reference to be updated

**DM**

## 4. SELECTION OF OFFICERS & SPECIAL POSITIONS

The committee will include four Officers who will undertake the roles of Chair, Secretary, Treasurer and Professional Committee representative. It was reiterated and agreed that the quorum for a meeting shall be four members, one of which is an Officer of the Network.

It was agreed a Specialist and Regional Group representative would not be an Officer role. Duncan to update Terms of Reference to reflect this.

Officers were appointed as follows:

Chair, Duncan Maddock

Secretary, Matt Sharp

Treasurer, Deborah Thomas

Professional Committee representative, Tom Backhouse

No formal communications 'officer' elected; responsibilities to be shared among the committee.

It was noted that the presence of a budget/the budget for the network was unknown. Treasurer to follow up with Alex McPherson.

**Actions:**

Terms of Reference to be updated.

**DM**

Follow up with Alex McPherson regarding the budget for the network.

**DT**

5. DEFINITION OF 'EARLY CAREER'

Agreed the network is not aimed towards current students; the network will be aimed at graduates. Noted that the network will also function to assist undergrads transitioning from university to employment.

'First' to be removed from second bullet point under 'Membership' within the Terms of Reference, regarding the definition of an early career scientist. It was agreed slight ambiguity in the definition would allow the individual to decide if the network was suitable, particularly in reference to individuals holding multiple/postgrad degrees. Duncan to update.

Agreed that a member of the network does not have to be a full fellow (could be candidate fellow/affiliated to the society), but certain events will be fellows only. Noted that part of the Society's business plan is to provide fellows better 'value for money'. The launch event will be open to all.

Emphasised that everyone is welcome to join the network.

**Actions:**

Terms of reference to be updated.

**DM**

6. NAME OF THE NETWORK

Agreed the network will be called 'The Early Career Network', with the full title 'The Early Career Network of the Geological Society'.

7. EVENTS AND ACTIVITIES

a. Launch event

Location: Geological Society

Date: 2019, from February due to logistical limitations.

Suggested that a Friday or Saturday evening would be preferable for members travelling to London. Amy noted the Geol Soc is shut on weekends.

Noted the Early Career award is the 28th February 2019 (Thursday). A preference stated to use the launch event as a drink's reception following the awards. Amy agreed to distribute the booking calendar for the Geol Soc should this not be possible.

Suggested format for the launch event as a drink's reception alongside a presentation and networking event, with the opportunity for attendees to offer suggestions on what they would want from the network.

Agreed that the invite for the launch event would be sent to all members of the Geol Soc.

Question raised whether the current mailing list for the Geol Soc could be manipulated to send correspondence to 'qualifying' members. Unsure if allowed due to GDPR/if possible on the system. Amy to follow up.

Agreed that the network would function in line with the Geol Soc protocol regarding GDPR; Geol Soc holds the mailing list which can be accessed through a portal by the Secretary.

A number of suggestions raised to collect data/compile a mailing list for the network:

- Advertise launch event to whole Geol Soc mailing list;
- Electronically collect data on who is interested (Geol Soc survey monkey account);
- Manipulate Geol Soc database to highlight 'eligible' fellows;
- Launch event 'tickets' through event bright;
- Survey during launch event;
- Pin board/suggestion box;
- Send forms to people who cannot attend the event.

It was agreed to revisit suggestions during next meeting.

#### **Actions:**

Potential for launch event following the Early Career Award to be confirmed. ?

Geol Soc booking calendar to be distributed to the network. **AB**

#### **b. 2019 programme**

- Launch event

A number of suggestions were made of events the network could organise including:

- Sector specific events;
- Chartership meetings – CPD sessions within certain sectors within regional groups, especially in areas where it is one sector heavy;
- Soft skills workshops/CPD workshops (ensuring they are accredited);
- Careers events;
- Tag onto big conferences.

It was noted that collaboration with larger events could be the key to get the network off the ground prior to the network hosting its own events.

The network will have an AGM at the end of the year.

Further events for the network to be decided in a future meeting.

## **8. PUBLICITY**

### **a. Social media accounts**

Agreed the network should have a LinkedIn, Twitter and Facebook accounts plus a YouTube account for a seminar series.

Social media admins were appointed as follows:

LinkedIn, Tom Skiggs  
Twitter, Katie McFall (with assistance from Ross)  
Facebook, Josh Hughes  
Website, Ross Minall (to communicate with Amy about how to set up)

Agreed social media not just for events and public announcements but to also function as a mini blog etc. Noted this is a time-consuming task, responsibility to be shared by all.

Email address of [ECN@geolsoc.org.uk](mailto:ECN@geolsoc.org.uk) ideally wanted. Amy to check if this is available. A free hosted email to be set up if not.

Noted the committees contact details have not been shared. All agreed to sharing contact details, Duncan to distribute.

Agreed consistent branding is required across all social media platforms, with links back to the Geol Soc. All committee members invited to brainstorm and submit ideas.

**Actions:**

Create ECN social media profiles	<b>TS/KM/JH</b>
Set up ECN page on Geol Soc website	<b>RM/AB</b>
Create <a href="mailto:ECN@geolsoc.org.uk">ECN@geolsoc.org.uk</a> account	<b>AB</b>
Committee members contact details to distributed	<b>DM</b>

b. Article and advert in Geoscientist

Amy stated that there is no Geoscientist edition in January and December's edition has already been completed, therefore it is not possible to advertise the network's launch event in Geoscientist.

ECN programme for 2019 to be included in a later edition. Editing deadline for the next available Geoscientist edition to be established.

**Actions:**

Establish editing deadline for next Geoscientist issue	<b>?</b>
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c. Electronic newsletter

To be the networks initial point of focus to collect data and compile a mailing list of our own. Co-ordinate with the Geol Soc newsletter, which is sent every 2 weeks.

Network to launch in early 2019, ideally in first newsletter of 2019, Amy to find out when this is. Agreed all social media platforms/branding will be launched at the same time. Launch event details to be distributed a week in advance of the launch event.

**Actions:**

Establish when first Geol Soc newsletter of 2019 is distributed	<b>AB</b>
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d. Specialist and Regional 'Champions'

Noted that some of the groups already have an early career representative.

Matt Webster to email all special interest groups and highlight a contact within each group. A list of the regional groups is not held by the committee.

It was noted that ideally an ECN presence would be set up prior to regional group's meetings in January. Specialist groups also meet in January but without contact details, it was noted it will be too soon to raise awareness at these meetings.

**Actions:**

Contact special interest groups to highlight an early career contact

**MW**

9. PAPER FOR COUNCIL (BY FEB 2019)

The network is required to write a paper to council explaining what we are doing. Duncan volunteered to complete this on before of the committee. A draft to be circulated prior to submission to council.

It was noted Duncan will be responsible for reporting to Science Committee and Tom Backhouse will be responsible for reporting to professional committee on behalf of the network.

**Actions:**

Draft paper to be distributed to the committee

**DM**

10. ANY OTHER BUSINESS

The committee is to meet a minimum of three times a year, with the next meeting prior to the launch event, ideally in January 2019. Duncan to distribute a Doodle Poll for dates, with assistance from Amy to help with room allocation.

Google drive to be used to share documents. Matt S to set up.

**Actions:**

Doodle poll to be distributed to arrange first meeting of 2019

**DM**

Create ECN google drive

**MS**