

Dear I-MDRC members,

I-MDRC is seeking enthusiastic members interested in applying for positions on the Executive Committee (EC) or the Advisory Committee (AC) for terms starting January 1, 2024. All members in good standing for at least three years (except for student representatives), who have also attended a minimum of one consortium assembly before the election (in person or online), can apply for one of the positions below. Applications for the AC should meet additional criteria stipulated under 2. We look forward to adding enthusiastic individuals to our committees who are willing to share their knowledge, skills, and time, to keep I-MDRC growing. The nomination and election procedure will be organized according to the following timeline:

### **February 15, 2023**

Nominations are open for submission on February 15, 2023. Any member in good standing may be nominated, either by another member, or by him/herself. Nomination consists of a document including name, affiliation, position applied for, area of expertise, and a short (5-10 lines) explanation of why you or the individual you are nominated is interested in this role. Applying for multiple positions is possible at this stage.

### **March 31, 2023**

Nominations are due on March 31, 2023. Nominations should be sent to the I-MDRC President-Elect, Prof. David Stodden ([Stodden@mailbox.sc.edu](mailto:Stodden@mailbox.sc.edu))

### **Positions overview**

The **Secretary** is an Executive Committee (EC) member and shall keep written records of all minutes of the Consortium's meetings and work closely with the Communications Director, Media, and Membership Coordinator to provide the membership with information in a timely fashion. The Secretary also works closely with the President in preparing the EC and AC meetings. The term of office for the Secretary will be two years, with no limit on the number of reappointments.

The **Communications Director** is also an EC member and shall manage strategic oversight of I-MDRC internal/external communications activities such as advertising, marketing, media relations, and direct and oversee communications programs that effectively describe and promote I-MDRC. The term of office for the Communication Director will be two years, with no limit on the number of reappointments.

The **Media Coordinator**, member of the Advisory committee (AC), is responsible for communicating with the membership including, but not limited to, reviewing and updating website material, facilitating social media and email announcements, and working with the Communications Director and Membership Coordinator(s) to develop and distribute organizational information (e.g., newsletter). The term of office for the Media Coordinator will be two years, with no limit on the number of reappointments.

The **Members-at-Large** (3 positions) serve on the Advisory Committee and are responsible for serving on standing or ad hoc committees and completing special projects. We would like to encourage applications that enhance our representation from different geographic locations and would like to encourage individuals to apply representation on the Advisory Committee. The term of office for Members-at-large will be two years, with no limit on the number of reappointments.

### **April 2023**

Election Committee will review the nominations and ensure that at least two candidates for each position have been nominated. At this time, the committee will invite candidates to formally apply. During this process the committee aims to ensure diversity (expertise, international location, race/ethnicity, gender) in the pool. Application includes CV (2 pages max.) and brief letter of interest from the candidate should be sent to Prof. David Stodden ([stodden@mailbox.sc.edu](mailto:stodden@mailbox.sc.edu)).

## **May 31, 2023**

Applications due and set up of formal election

## **August 31, 2023**

Closing of the election and communication of the new AC and EC members

### **Eligibility for elected positions on the Advisory and Executive Committees**

In any election, the nominating committee should consult Article 6, section 2 of **the IMDRC bylaws** to help guide the composition of the Executive and Advisory Committees.

#### 1. Eligibility for membership on the Advisory Committee

- Any member in good standing who meets the criteria listed in Article 6, Section 1 is eligible to run for election on the Advisory Committee. In order to maintain a position on the AC, membership status must be current.

#### 2. Eligibility for membership on the Executive Committee

In order to run for a position on the Executive Committee, individuals:

- Must be a member in good standing,
- Meet the nomination criteria described in Article 6, Section 1 of the I-MDRC bylaws, and
- Have served on the Advisory Committee for at least 1 term within the previous 5-year period. This will ensure that members of the Executive Committee have institutional knowledge of I-MDRC as well as experience working in a leadership position with other members of I-MDRC.