



CAASTRO

**ARC Centre of Excellence for All-sky
Astrophysics**

Post Doctoral Committee

Terms of Reference

CAASTRO
February 2016

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Background

The ARC Centre of Excellence for All-sky Astrophysics (CAASTRO) aims to establish Australia as the world-leader in the emerging discipline of wide-field astronomy. CAASTRO will answer fundamental questions about the nature of the Universe, develop innovative ways of processing enormous data-sets, and enable a diverse set of opportunities for Post Docs and early career researchers.

Function of the CAASTRO Post Doc Committee

The Post Doc Committee aims to assist the CAASTRO Director and Executive with the development of strategies that promote Post Doc engagement. This includes making recommendations on ways in which CAASTRO can increase Post Doc participation and representation, as well as boost opportunities for Post Docs, and monitor progress.

The Post Doc Committee provides broad representation from its membership and different levels within the centre, including members from different member organisations, different genders and nationalities.

Post Doc Committee Membership

The following people have agreed to participate in the CAASTRO Post Doc Committee:

- Wiebke Ebeling, Curtin
- Christene Lynch, USYD
- Laura Wolz, UMEL
- David Parkinson, UQ
- Nic Scott, USYD
- Ashley Ruiters, ANU
- Steven Murray, Curtin

The CAASTRO Chief Operating Officer will also be in attendance at all meetings as an observer. Other CAASTRO Executive members are also welcome to attend as observers.

Appointments to the Post Doc Committee will initially be made by the CAASTRO Executive, and from then on in consultation with the Post Doc Committee itself. The appointment of the Chair will be made by the CAASTRO Executive. Appointments to the committee will be for a two 2-year period.

Confirmation of appointment periods will occur at the first meeting of the Post Doc Committee. The funding for CAASTRO is from 1 April 2011 until 31 April 2018, with a mid-term review in 2014 for continued funding. Post Doc Committee terms will align with these dates.

Role of the CAASTRO Post Doc Committee

- CAASTRO is an unincorporated joint venture, and the role of the CAASTRO Post Doc Committee will be to do discuss, provide advice and make comment on, the following issues facing CAASTRO. Topics may include (but not be limited to):
- Facilitating the improvement of communication between the CAASTRO Executive and CAASTRO Post Docs on strategic matters.
- Improving the participation of Post Docs in CAASTRO.
- Improving the representation of Post Docs in CAASTRO.
- Improving opportunities for CAASTRO Post Docs.
- Improving support for Post Docs.

The committee will:

- Establish CAASTRO-wide Post Doc goals.
- Consider and make recommendations to the CAASTRO Executive on priorities in relation to Post Docs
- Have an awareness of issues affecting Post Docs and make recommendations as appropriate.
- Identify actions for the achievement of relevant goals and the implementation of strategies.
- Monitor progress in relation to the implementation of these strategies and the achievement of prescribed goals.
- Report back to CAASTRO members at the Annual Retreat and in the CAASTRO Newsletter.

Responsibilities of individual members

The responsibilities of the individual members over time may include:

- Attend three video-conference meetings every year;
- Understand the strategic implications and outcomes of initiatives being pursued through Post Doc goals;
- Propose and provide independent, honest and constructive feedback on a variety of initiatives to improve Post Doc outcomes;
- Be an advocate for CAASTRO's Post Doc goals; and
- Share input and feedback.

Benefits to individual members

The benefits to participating members include opportunities to:

- Provide direct input in the development of CAASTRO Post Doc goals; and
- Participate in a unique interaction with peers who share common outcome goals.

Chair

The Chair shall convene the CAASTRO Post Doc Committee meetings. If the Chair is not available, then the Chair will delegate to an Acting Chair from within the Post Doc Committee who will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Meetings

The CAASTRO Post Doc Committee shall meet three times each year for a two hour videoconference.

Agenda Items

All CAASTRO Post Doc Committee agenda items must be forwarded to the Committee Secretary, three working days prior to the next scheduled meeting.

Correspondence

The CAASTRO Post Doc Committee agenda will be distributed electronically at least two working days prior to the scheduled meeting. General communication between meetings will usually be via email or intranet.

Proxies to Meetings

Members of the CAASTRO Post Doc Committee are not able to nominate a proxy to attend a meeting if the member is unable to attend.

Quorum Requirements

A minimum of 4 members of CAASTRO Post Doc Committee is required for the meeting to be recognised as a formal meeting for the recommendations or resolutions to be valid.

Committee Secretarial Contact:

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