

APECS Representative Process

The following document outlines the procedures through which representative positions are filled. APECS strives to maintain transparency and fairness in nominating members to representative positions. Representative positions do vary slightly with the partner organizations, and in certain circumstances the process may vary slightly as well. This document was prepared in effort to clearly communicate the standard process by which APECS members are notified of and nominated for representative positions.

1. Announcing opportunities

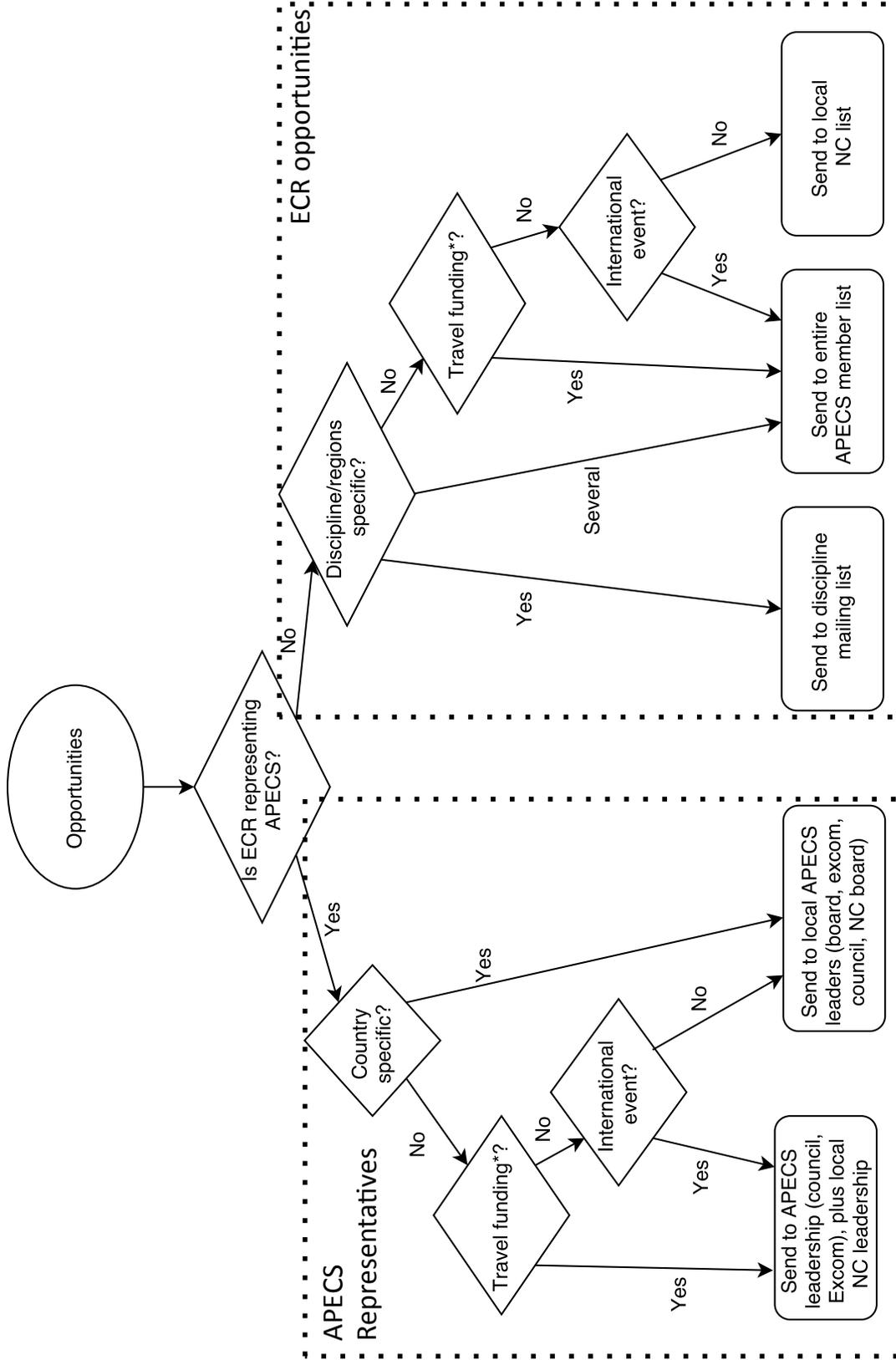
The flowchart on the following page shows how opportunities for APECS members to work with other organizations are advertised. There are exceptions to these, which are discussed below, based on the urgency of filling a position or the specifics of the request from a partner organization.

Opportunities will be advertised as widely as is sensible, but that depends on the nature of the position and the best interests of APECS. Discipline, country, and regional focus subsets of the APECS email list will be used, so APECS members are encouraged to keep their profiles up to date in order to receive all relevant announcements.

APECS representatives (left side)

These are positions where an ECR is representing APECS on a committee, steering group, or at a meeting. For these positions, experience in APECS leadership is typically required. These opportunities may involve making a presentation or something on behalf of APECS, and for that reason it is the best interest of APECS to select someone in the APECS leadership who is familiar with the current activities and priorities of the organization.

As an APECS Representative, one is expected to express the views and priorities of APECS. Any person opinions must be explicitly indicated as such, and the needs and goals of APECS take precedent over the opinions of the individual.



*Or travel is not required

For these opportunities:

- If the position is specific to a country or region, the national committee leadership for the relevant area is contacted, as well as any Council or ExCom members who are local to the area. 'Region' or 'Continent' may be substituted for 'country' where appropriate (i.e., an event that expects attendance from North American participants, but not significant travel from further abroad).
- Positions that are not specific to a country are advertised according to who may be able to attend.
 - If the event is international in nature (people will be traveling to be there), there is travel funding available for a representative, or if no travel is required (online communication), the event is advertised to the council and (if appropriate) distributed to the NC leaderships.
 - If the event is local in nature or does not expect to have significant attendance from other countries and does not have sufficient travel funding available for someone to attend from abroad, it is effectively country-specific and will be advertised as such.
- For some positions, leadership experience at the international level is required. For these positions, the announcement will be shared with the Council.

APECS members interested in this type of position are encouraged to join the APECS leadership both at the national and international level to be qualified to represent APECS. Council is open to all APECS members; individuals interested in being qualified for these types of roles should join Council.

Exceptions:

For a select few APECS Representative positions with key organizations and partners, APECS selects individuals with significant prior involvement in APECS leadership based on fit and expertise. APECS ExCom reserves the right to do so when deemed strategically necessary.

On rare occasions, specific scientific expertise or location is needed and no active leadership member can fill the role. In these cases, APECS may advertise the position to members more broadly, but the member filling the position is expected to work with ExCom (or a representative thereof) to ensure that they are up to date on APECS goals, activities, and priorities.

ECR representative (right side)

These opportunities are where an ECR is not representing APECS. Some working groups, meetings organizing committees, and steering committees make an effort to include early career researchers, and some ask that APECS make use of our network for recruiting that person(s). For these opportunities, APECS leadership experience is not required, though APECS membership is usually necessary to hear about the opportunity.

For these opportunities, announcements will be sent to APECS email lists.

- For discipline-specific opportunities, the announcement will be sent to the discipline sub-lists of the APECS list. These are noted by the tags selected in a member's profile. For example, an announcement of a co-convenor position at a glaciology conference will be sent to the Glaciology list, even if the event is in the US (rather than sending it to the US list, in case people are attending from outside the country). For an opportunity that is interdisciplinary in nature but specific to one polar region or the other, the announcement would be sent to one of the regional email lists (Arctic versus Antarctic).
- Occasionally, there will be several opportunities being advertised at once (i.e., soliciting co-convenors for an interdisciplinary conference). In this case, the announcement may be sent to the full APECS list rather than sending several copies to different disciplinary lists.
- If the opportunity does not have a narrow disciplinary focus, it will be advertised to those who are most likely to be able to attend. If travel is not necessary, or it is necessary and the partner organization is providing travel funding for the accepted representative, the opportunity will be advertised to the whole APECS list.
- If there is no funding available, the announcement will be sent to the local National Committee list in hopes that someone nearby can attend.
- The exception is if the meeting/event is part of a large, international conference. In this case, it is expected that many people will have outside funding for travel to the meeting and the announcement will be distributed more broadly.

2. Selecting applicants

Announcements will include the specific application materials that are requested for each opportunity. Typically these consist of a statement of interest, which may include a brief research statement in addition to why the applicant wishes to be considered for the position, and a CV. The statement of interest should not need to be more than about a page in length, though there is no hard limit. There is no page limit for CVs, but applicants are encouraged to not drown the reviewers in irrelevant material.

Currently, APECS ExCom reviews applications for opportunities. Any ExCom members who may be applying are recused. Those reviewing applications make an effort not to review those submitted by friends and close social contacts, though within the small world that is polar sciences that is not always possible.

Applications are evaluated on the following broad criteria:

- (1) Relevance of research area to position: Does the applicant have sufficient familiarity with the field to contribute to the committee?
- (2) Alignment of applicant's goals with the partner organization and the specifics of the position.
- (3) Strength of CV, keeping in mind career stage.

Geographic/gender/career stage diversity is considered. APECS strives to balance the need for effective representation with the awareness that someone who has had more opportunity will likely have a stronger CV than someone with less. Applicants who have not been named to another representative position in the last year will be given priority over those who have.

3. APECS and ECR representatives

Most opportunities advertised through APECS are for meeting- or event-related committees. For these, there is a fixed duration of the position. Representatives are expected to report back to APECS once per six months, and then at the conclusion of the position.

For opportunities that are undefined in length, such as positions on steering committees, the term limit is two years unless otherwise specified by APECS or the partner organization.

Representatives (both ECR and APECS) are required to report back to APECS according to the instructions provided on the reporting form available on the Representatives page on the website.