

# Student/Postdoc Committee Chair

International Neuroethics Society  
Student/Postdoc Committee  
Updated March 5, 2021

## Role & Responsibilities

### COMMITMENT AND RESPONSIBILITIES

The **Student/Postdoc Committee** is the committee representing the interests of student, trainees and early-career members of the International Neuroethics Society. The committee consists of a Chair, an established INS member who will serve as a Mentor to the committee, and 4-6 trainee members selected by the Chair and Mentor from the general membership of the Society.

The **Student/Postdoc Committee chair** is responsible for coordinating the activities of the committee, appointing new members to the committee in coordination with the Mentor, and reporting to the full Board on the interests of student, trainee and early-career members of the Society. The term length for the Chair is two years. The Chair is approved by the Board and serves as a student representative to the Board.

Responsibilities of the Student/Postdoc Committee are to:

- Represent the interests of student, trainee and early-career members of the Society.
- Make recommendations to the Board regarding initiatives for student and postdoc members.
- Participate in the conference calls of the Board of Directors.
- Announce and chair the conference calls of the Student/Postdoc Committee.
- Oversee and adjudicate the Essay Contest.

The Chair will work closely with the INS staff to facilitate the Essay Contest process. It is the Chair's responsibility to direct the Committee in reaching a decision and set a policy on general matters of import. A majority of the procedural work — most importantly data management, outreach and member/author communications — is completed by INS staff and interns.

### ESSAY CONTEST

**Call for Essay** – The Chair leads the Committee in finalizing language of the call for essays. The call includes available opportunities and recognitions for essay contest winners as well as submission requirements, deadlines, and an overview of the criteria on which the essays will be judged.

**Coordinate Essay Review** – Each submitted essay must be reviewed by two people. All members of the Student/Postdoc Committee are expected to review essays and evaluate them according to a Scoring Rubric previously developed by the committee. The Chair is responsible for coordinating the essay review process together with the INS administrator as well as collecting conflict of interest information from reviewers after essays have been submitted.

**Essay Contest Adjudication** – The final decision about the two contest winners is made by the committee via democratic vote among the shortlisted submissions. It is the responsibility of the Chair to facilitate the decision-making process.

#### **PUBLICITY**

**Award Presentations** – In coordination with a donor/s of awards, the Chair is responsible for announcing and presenting awards related to the Essay Contest, and other activities developed by the Student/Postdoc Committee, during the INS Annual Meeting.

*Work completed and decisions made for previous meetings will greatly aid the Chair on each of these steps, and all efforts are completed in coordination with INS staff.*

#### **RECOGNITION**

The position of Student/Postdoc Chair is volunteer service and is not financially compensated.

The Chair is recognized on the INS website and attends all Board conference calls and meetings as the Student Representative to the Board. The Student/Postdoc Chair provides reports on the Committee during Board meetings. He/she does not vote as a Board member.