



**CIMVHR | ICRSMV**

Student and Post-Doc Student  
Engagement Committee (SPEC)  
Executive Roles

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## Chairperson

The Chairperson has a strategic role to play in representing the vision and purpose of SPEC. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

### Ensure the committee functions properly

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly and efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the committee.

### Represent SPEC

- To communicate effectively the vision and purpose of the committee.
- To advocate for and represent SPEC at external meetings and events.
- To be aware of current issues that might affect the committee.

### Qualities and skills required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are made and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of SPEC Executive.



## Director of Communications

The Director of Communications has a strategic role to communicate SPEC events and initiatives that play in representing the vision and purpose of SPEC. The Director of Communications will work with the CIMVHR team to develop social media messages reflecting events and initiatives as decided upon by SPEC.

### Represent SPEC

- To communicate effectively the vision and purpose of the committee through social media and other forms of communication to interested parties.
- To advocate for and represent SPEC at external meetings and events.
- To be aware of current issues that might affect the committee.

### Qualities and skills required

- Good leadership skills.
- Good communication and interpersonal skills.
- Experience with use of social media.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of SPEC Executive.



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## Forum SPEC Chairperson

The Forum SPEC Chairperson has a strategic role to play in representing the vision and purpose of SPEC. The Forum SPEC Chairperson will work closely with the CIMVHR Forum Planning Team to ensure that SPEC events at the annual Forum are planned, implemented and executed.

### Represent SPEC

- To communicate effectively the vision and purpose of the committee.
- To advocate for and represent SPEC at external meetings and events.
- To be aware of current issues that might affect the committee.

### Qualities and skills required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good management skills.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of SPEC Executive.
- Able to work with community members and CIMVHR Forum Planning Team to ensure appropriateness and implementation of SPEC events at Forum.



## Director of Membership Recruitment

The Director of Membership Recruitment has a strategic role to play in representing the vision and purpose of SPEC. The Director of Member Recruitment supports SPEC by working to increase visibility of SPEC with students and post-doctoral research fellows who are completing research/education in the area of military, Veteran, PSP, and family research.

### Represent SPEC

- To communicate effectively the vision and purpose of the committee.
- To advocate for and represent SPEC at external meetings and events.
- To be aware of current issues that might affect the committee.

### Qualities and skills required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good management skills.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of SPEC Executive.
- Able to work with SPEC Executive and CIMVHR to increase visibility of SPEC with student and post-docs.
- Good organizational skills required to maintain membership information.



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