

General information on IAPS subcommittees 2015/2016

The proposal for standards

What is a subbie (Subcommittee, subcom)? A group of people working on iaps projects in a certain field throughout an academic year.

1) Planning

- a) The specifications of subcoms will be decided upon before the call for applications.
- b) The specification for a specific subcom must include:
 - i) The intended projects for subcom to work on (+ work specific)
 - ii) Max number of people needed
 - iii) Expected workload of subcom members
 - iv) Must-have and preferred qualifications
 - v) Paperwork needed to apply (CV, letter of motivation...)
- c) The subcoms for ac.yr. 2015/2016 are:
 - i) Finances
 - ii) IT
 - iii) Members
 - iv) Education and outreach
 - v) jIAPS
 - vi) PR
 - vii) External relations

2) Call

- a) The call will be sent out at the end of December
- b) The call should contain the intended subcommittees, number of positions in them, descriptions of activities, preferred numbers of hours of input, list of info needed to apply, contacts for more information and date of end of application process, as well as date of notice of final acceptance and possible interviews.
- c) The call must last at least a week and should not last for more than 3 weeks
- d) Text of the call: TO BE WRITTEN on Monday

3) Application process and forming

- a) The application process should consist of:
 - i) The open call period (1-3 weeks): 23/12/2015-10/1/2016 - The EC will post the call on website and announcements email list and will try to promote it on social networks
 - ii) Interviews period (1 week): 10-17/1/2016 - The EC reviews application info and holds interviews with acceptable candidates. In each interview only one EC member is needed (subcom leader)
 - iii) Formation period (1 week): 17-24/1/2016 - The subcom leader consults with the rest of the EC (at least president + secretary) on candidates and reports on interviews, then decides who will be on subcom
 - iv) Notification of acceptance (right after formation period): 25/1/2016 Notifications of (non)acceptance will be sent out for all people who applied.
 - v) Setting up emails and trello board: 25-31/1/2016
 - vi) Work starts 31/1/2016
 - vii) First subbie meeting before 15/2/2016

4) Work and evaluation

- a) The work period shall last from February 2016 to August 2016
- b) The workload should be 5 hours per week or less
- c) The subcom members will be evaluated by their leader
- d) The subcom leader will be evaluated by his/her subcom
- e) The subcom as whole will be evaluated by president and the secretary

5) Certification

- a) In case of positive evaluation, the subcom member will receive a certificate of participation and positive evaluation in certain subcom
- b) In case of negative evaluation, the participants should have the right to an appeal, which will be collected by the secretary, and discussed at first EC meeting.