The Postdoctoral Association at UCLA (PDA) Executive Officers

The following officers comprise the Executive Board, which meets monthly to discuss the progress and direction of the PDA. Officers must attend regularly the monthly meetings. Consecutive cancellations could be grounds for a vote to dismiss. Vice-Chairs lead their respective committees and are responsible for identifying and recruiting volunteers.

Chair of the PDA
On a bi-weekly basis, the Chair oversees the other Vice Chairs, assessing their progress and needs. Each month, the Chair drafts the Executive Board Meeting agenda, sets the annual event calendar with collaboration of the Vice Chairs and Administrative Advisors, and sets the theme for Open Forum. If the Chair cannot attend or preside over a meeting, the VC of Operations is designated to preside. The Chair also serves as primary liaison with the administrative advisors, has a standing invitation to join the monthly postdoc offices meeting, as necessary. The Chair also organizes (or delegates the organization of) flagship event for the PDA, including Postdoc Appreciation Week. The Chair will also attend and participate in the Postdoctoral Research and Mentorship Award Ceremony.
Skills acquired: leadership, strategic vision, supervising projects, managing meetings, facilitating communication among diverse teams, team building, event planning, budgeting

Vice Chair of Operations The VC of Operations is responsible for recording the meeting minutes, maintaining official PDA records (budget, Standard Operating Procedures), managing the budget to support PDA activities. Collaborate with the Chair and Vice Chairs to allocate budget for the annual slate of events. The VC of Operations will also organize (or delegate the organization of) the flagship event in spring (biannual career conference or Postdoctoral Scholars networking mixer). If the Chair cannot attend or preside over a meeting, the VC of operations will preside.
Skills acquired: leadership, budgeting, event planning, managing meetings, facilitating communication among diverse teams
Vice-Chair of Advocacy and Campus Relations
Oversees postdoctoral advocacy on campus, represents the PDA on the Postdoctoral Scholar Advisory Council, gauge the interests and issues of postdocs on campus through forums, surveys, focus groups or other engagement activities, reports back to the PDA and campus advisors, organize an annual open forum for postdoctoral scholars. Common postdoctoral interests include professional development, housing, childcare, resources for international postdocs, travel funding, etc. Meet with the Postdoctoral Scholar Case Manager to learn about common issues postdocs face and have a contact for reporting issues that arise.
Skills acquired: leadership, advocacy, relationship building, facilitating communication amongst diverse individuals, event planning, meeting facilitation, data collection and reporting

Vice-Chair(s) of Community Engagement
Organizes and hosts (or delegates the organization and hosting of) the regular social events for postdocs, such as coffee hours, happy hours, outings and family events. Represents postdocs at meetings of the Healthy Campus Initiative – EngageWell Pod. Designing social activities that meet the needs of the diverse populations that makeup the UCLA postdoc communities. Initiates collaborations and maintains relationships with internal and external postdoc organizations.
Skills acquired: leadership, event planning, relationship building, networking, communication

Vice-Chair(s) of Communication
Actively maintains the PDA website, the PDA email account, and all PDA associated social media sites (Twitter, LinkedIn, Facebook). Coordinates the PDA representation at the quarterly new postdoc orientation and follows up with new members that express interest in joining committees. Develop an outreach plan for postdoc engagement.
Skills acquired: leadership, public speaking, social media engagement, project management, managing a brand, coordinating a team, networking, basic website maintenance
Office Eligibility
In order to serve as officers, postdocs must:
- Hold an active UCLA Postdoctoral appointment (title codes 3252, 3253, 3254) for the term of the office.
- Attend scheduled PDA meetings.
- Actively participate in the various planned leadership activities.

Terms
- Appointment period: Terms will begin June 1 and end May 31.
- Appointment time limit: An individual may serve no more than 2 years in any one position.
- Discharge: An officer may be discharged from the position based on misconduct or misrepresentation, inactivity, or termination from postdoctoral position by a vote of 50% +1 of the Executive committee members.