

Guidelines for the CREATE Chairperson

Introduction

The CREATE chair has a broad range of responsibilities.

His/ her main responsibility is to overlook all activities of CREATE.

More specifically, he/she has to keep track of

- a) *what* has to be done, (cf. the other guideline but e.g., everything regarding the workshop organisation, workshop-, tandem-, and visiting scholar grants, finances, new networking activities, future of OC)
- b) *by when*,
- c) *who is in charge* of these tasks,
- d) *follow up on their progress* and
- e) *to merge all information*.

He/she is the “*home base*” where all information is gathered and distributed to those who are concerned.

He/she is in charge of *representing CREATE* in the EHPS and takes care of all *communication*.

He/she works closely with all other CREATE officers as well as the the EHPS EC (especially the president and the training officer).

He/she ensures that all CREATE activities are in *compliance with the CREATE statutes* and *ensures transparency* (e.g., by putting all available information on the CREATE website).

EHPS winter meeting

Attend the EHPS winter meeting and prepare a report of activities plus Treasurer report that is sent in advance to this meeting to EHPS secretary. At the meeting, provide a short presentation regarding CREATE workshops and Meet the Expert sessions preparation, news, grants and finance.

CREATE winter meeting

- Chair CREATE Winter Meeting
- Secretary and Chair prepare the agenda (everything regarding the workshop, grants, finances, new networking activities, future of OC, deadlines)

Workshop preparation

- Follow-up with facilitators: Title, content, schedule (breaks), financial issues, equipment, slides...
- ensure all tasks are completed and finalize details for workshop (see guidelines of other officers for details)

July*

Produce Chair's Report for the annual EHPS Members' Meeting when emailed by EHPS secretary

- due date: end of July. Per email to President and Secretary
- reports are then circulated to EHPS members in August

- content: span all CREATE activities in the past year and give the EHPS members an idea of the extent of activities, progress + report from Treasurer

- length: about half a page

→ content can also be topic at the annual EHPS Members' Meeting

* may be earlier or later depending on date of conference

Workshop

- Welcome participants

- Chair CREATE annual general Meeting (AGM) after the workshop.

- agenda is again prepared by chair and secretary

1. Discuss evaluation sheets from the participants

2. Future of OC

3. Advertise any grants/ networking opportunities/ the next workshop

→ Secretary writes minutes & sends them to President for review immediately after the conference

EHPS EC meeting before conference

At the meeting, provide an update on CREATE workshop and Meet the Expert session. Also provide information on future workshops preparation.

Conference

Give a short update (though you should ask at this meeting if you need to present at the Members meeting later in the conference...) at the annual EHPS Members' Meeting

- when? ***Usually last day of CREATE workshop***
- content:
 1. update on the workshop → how many people?
 - from which countries?
 2. any issues of relevance → whats happening the next year?
 - issues re funding
 - others, e.g., how can we encourage more grant applicants?

After conference

- Review minutes of CREATE AGM and task list prepared by secretary
- Review feedback document created by CREATE Secretary
- Send thank you email to facilitators with feedback

- Email facilitators of next workshop with Facilitators guidelines, details re expenses
- If a local organizer is on the committee, forward the local organizer guidelines and list of information required for winter meeting
 - If no local organizer is on the committee, determine contact details for conference office for next conference and contact relevant person to get information required for winter meeting
- Review report for EHP that was written by a participant.

About December

- Ensure periodic updates are issued by Secretary and follow up on any due tasks
 - If necessary follow up with facilitators
 - Work with secretary to ensure winter meeting agenda and tasks to be completed before that meeting (generally information finding, report from Treasurer)

Attached documents (to be updated each year)

1. List of contact details of the CREATE and the EHPS Executive Committee
2. Example Report for EHPS Members' Meeting
3. Guidelines for Facilitators