

DREAM Trainees Constitution – Amendment #1 (October 10, 2018)

**ARTICLE V: DREAM TRAINEES EXECUTIVE MEMBERSHIP**

**DREAM Trainees Executive** consists of:

1. Chair
2. DREAM Council Student Representative\*
3. Past-Chair
4. Representatives: Seminar Series Coordinator\*, Trainee Development Coordinator\*, Cultural Coordinator\*, Newsletter Editor\*, CON-SNP Liaison\*, Clinical Research Representative\*
5. Member(s) at Large\*\*

To maintain and active and functioning executive committee the following roles are required: Chair, Student Representative, Seminar Series Coordinator, and Trainee Development Coordinator.

\*note these positions can be held in conjunction with one other position if necessary (e.g. a trainee can be the Council Student Representative and the Cultural Coordinator).

\*\*Trainees interested in being involved with the DREAM Trainees Executive but who do not want to hold an elected position are encouraged to indicate their interest in a member-at-large position

**Section A: DREAM Trainees Chair** – It shall be the duty of the Chair:

- To organize and lead DREAM Trainees Executive team including the supervision and coordination of activities, initiatives and monthly meetings
  - o Responsible for monthly meeting coordination, meeting agenda, taking and finalizing minutes and distributing to relevant parties (Executive and Advisory Committee)
- To actively participate in DREAM Diabetes Research Annual Symposium and Trainee Day management
- To actively participate in DREAM Trainee Annual Lectureship management
- To manage the available annual budget in consultation with the Advisory Committee

- To help ensure the trainee and other member DREAM e-mail lists are updated
- To accept the responsibility, if assigned by the Student Representative, as DREAM Trainees representative at DREAM Council meetings during absence of the Student Representative
- To help manage the DREAM Trainees Twitter page (if the Chair wishes)

**Section B: DREAM Council Student Representative** – It shall be the duty of the DREAM Trainees Student Representative:

- To represent the interests of DREAM Trainees in all DREAM Council meetings and other PI executive meetings
- To update trainees through e-mail and monthly Newsletter with important information from the DREAM Trainees Executive and DREAM Council.
- To organize, lead, collaborate and work with the Newsletter Editor to produce a monthly Trainees Newsletter including relevant information from the DREAM Trainees Executive and DREAM Council
- To help ensure the trainee and other member DREAM e-mail lists are updated
- Help maintain and update the DREAM Trainees section of the DREAM website (in coordination with the DREAM Research Coordinator) and ensure trainee profiles are updated on an annual basis
- To help manage the DREAM Trainees Twitter page (if the Chair wishes)

**Section B: Past-Chair** – It shall be the duty of the Past-Chair:

- To advise and assist the Chair and Student Representative as needed for the smooth functioning of DREAM Trainees activities, including DREAM symposium, Trainee Day and the Newsletter
- To help take minutes during all DREAM Trainees Executive meetings

**Section C: Representatives**

**Trainee Development Coordinator:**

- To be a resource for all trainees, connecting trainees with PIs, training experiences, and award opportunities
- To assist other executive members with seminars and activities that pertain to trainee and career development such as:
  - The Chair and the Trainee Annual Lectureship and the DREAM Diabetes Research Annual Symposium and Trainee Day
  - The Seminar Series Coordinator and Members at Large to brainstorm ideas and assist with organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members
  - Organize and operationalize at least 2 workshops per year, as agreed by the DREAM Trainees Executives (to be coordinated with the Seminar Series Coordinator)
- To aide in trainee preparation for abstract competitions, poster presentations and oral talks
- To invite and manage at least 2 guest speakers per year, as agreed by the DREAM Trainees Executive (to be coordinated with the Seminar Series Coordinator)
  - These 2 guest speakers can include members of the University of Manitoba community outside of our direct research group

### **Seminar Series Coordinator:**

- To organize, coordinate and manage the DREAM Trainees Seminar Series, including but not limited to:
  - Schedule and coordinate presentations for trainees and PIs
    - Work in Progress Presentations, Article Critiques, Technique or Topical Seminars, Career Development Talks, Workshops, Manuscript Bootcamp, etc.
  - Work with the Trainee Development Coordinator and Members at Large to brainstorm ideas and be the team lead for organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members
- Maintain a weekly one hour room booking at CHRIM for Seminar Series

- 500 JBRC preferred
- Ensure DREAM trainee and other member e-mail lists are updated by working with the Student Representative and the Chair
- Keep all DREAM members (including trainees, PIs and staff) informed about upcoming Seminars through e-mail and the newsletter. At minimum, monthly schedule updates should be sent at the beginning of each month and weekly reminders should be sent with 2-3 days for notification.
- To provide Newsletter Editor with timely updates related to the Seminar Series
- To ensure that all DREAM members attending Seminar Series receive all necessary documents before and/or after each seminar via e-mail
- In the case of journal articles, the presenter is required to submit the article to the Seminar Series Coordinator 10 days prior to presentation. The Coordinator will approve the article with criteria including a recent (last 5 years), high impact (e.g. Nature, Cell, Diabetes, etc.) publication and send to all DREAM Seminar Series attendees 1 week prior to the presentation. It is up to the Seminar Series Coordinator to enforce this rule.

### **Newsletter Editor:**

- To collect and disseminate information from trainees and PIs related to achievements, award opportunities, training experiences, events and other relevant information for the DREAM Trainees and DREAM Research Theme
- To produce a monthly Trainees Newsletter including relevant information from the DREAM Trainees Executive and DREAM Council and highlight DREAM trainee and member achievements
- Ensure the trainee and other member DREAM e-mail lists are updated
- Maintain and update the DREAM Trainees section of the DREAM website and ensure trainee profiles are updated on an annual basis

- Help maintain and update the DREAM Trainees section of the DREAM website (in coordination with the DREAM Research Coordinator) and ensure trainee profiles are updated on an annual basis
- Pass information/links/updates to trainees responsible for the DREAM Trainees Twitter page (and/or help manage the DREAM Trainees Twitter page if the Newsletter Editor wishes)

### **Cultural Coordinator:**

The role of the Cultural Coordinator is open to any Indigenous or non-Indigenous member who desires to support and facilitate a reciprocal understanding and appreciation between all trainees with an interest in advancing Indigenous peoples' health and wellness. It shall be the duty of the Cultural Coordinator:

- To provide leadership and access to current political, environmental, social, and cultural knowledge pertaining to Indigenous peoples within Manitoba.
- To organize cultural events/workshops/teachings for trainees and to let trainees be aware of cultural opportunities available in the broader community.
- To ensure that Indigenous voices are effectively represented, advocated, and promoted in all aspects, operations, and activities organized by DREAM Trainees.
- To increase academic and educational collaboration between Indigenous institutes/groups at the University of Manitoba and strengthen existing partnerships in the community, including within the DREAM Stakeholder Advisory Group.

### **CON-SNP Representative:**

The role of the CON-SNP Representative is open to a current executive officer of the University of Manitoba CON-SNP group. They will be a liaison between the DREAM Trainees and CON-SNP. This role can be filled by an individual already holding another executive position. It shall be the duty of the CON-SNP Representative:

- To attend or send updates to the DREAM Trainee Executive meetings in order to inform DREAM Trainees of current and planned events, and inform CON-SNP executives of current or planned DREAM Trainee events
- To support the DREAM Trainee Executives in their activities and share DREAM Trainee initiatives that are relevant to CON-SNP members

### **Clinical Research Representative:**

The role of the Clinical Research Representative is open to a current DREAM trainee involved in “clinical research” as defined by activities similar to those undertaken by researchers on the 5<sup>th</sup> floor of CHRIM. This role can be filled by an individual already holding another executive position. It shall be the duty of the Clinical Research Representative:

- To act as a liaison between the DREAM clinical staff and the DREAM Trainees
- To support the DREAM Trainee executives in their activities

### **Members at Large:**

- To help all executive members of the DREAM Trainees with their portfolios by assisting with various responsibilities
- Work with the Trainee Development and Seminar Series Coordinator to brainstorm ideas and assist with organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members

**Section D: Eligibility** – A DREAM Trainee executive member must be a DREAM Trainees member in good standing

**Section E: Election** – The DREAM Trainees Chair, Student Representative and Representatives shall be elected by ballot (or anonymous survey) overseen by DREAM Trainees Advisory Committee (defined in Article VI below) before November 1<sup>st</sup> each year, or following the DREAM Diabetes Research Annual

Symposium. The DREAM Trainees Advisory Committee will recommend the new Chair and Student Representative, subject to final approval by the DREAM Council.

The Chair, Student Representative and Representatives will write a short (<250 words) summary introducing themselves, their prior leadership experience and what they can/will do to enhance the trainee experience for all DREAM trainees and members. These short summaries will be distributed to all DREAM trainees prior to the election. Trainees must submit separate summaries for each position they are interested in.

**Section F: Term** – DREAM Trainee representatives shall serve for a maximum of four years, not including service as Chair, Student Representative and Past-Chair. Their term shall begin after November 1<sup>st</sup> each year.

The Chair and Student Representative shall serve for maximum of two years (one year preferred). Past-Chair will make themselves available for one year.