Committee	Description of committee responsibilities	Call issued:
1. EC Nominations and Elections Committee (NEC)	The NEC is responsible for managing the nomination and election process of the GYA leadership before and during the AGM. Committee members are not allowed to stand for EC or Co-Chair the year they are members of this committee. There is extensive documentation on how the process has been run so far and members are expected to work to expand and improve the process of nomination and election to ensure that we get the diversity matching GYA's ambitions.	Three months prior to the next AGM.
2. Communications and Interactions Committee	The Communications Committee aids the EC (and Office) in four overarching objectives: - Engage effectively with stakeholders. - Demonstrate the success of our work. - Ensure recipients understand what we do. - Change perceptions and behaviour where necessary. The tasks of the committee include the following: - Actively support the Office's Media section (work closely with Anindita (EC, Communication Portfolio), Michael (EC, Media Portfolio), as well as Jim and Kirsten at the Office). Concrete examples include the following: updating the GYA's Wikipedia page; formulating one- and three-page summaries of what the GYA is and does; collaborating on an infographic to help visually capture what the GYA is and does; other ad-hoc duties that arise throughout the year. - Revisit the GYA's communication strategy (add to it where needed, readjust where necessary) and suggest ways it could be better implemented. - Continue work from the 2018/2019 portfolio. - Aid in further building / strengthening our communications network.	Annually after AGM

3. AGM and Conference Local Organising Committee, (LOC) **LOC 2020 lead:** **Anindita Bhadra**	The LOC is responsible for the major part of the fundraising (in cooperation with the fundraising committee), all local organisational questions, the local/regional protocol and guests for our GYA flagship event. This committee is formed by the host of the upcoming AGM after the bid is awarded. The LOC is key for a successful organisation of this event and is supported by the Programme Committee (POC), the EC and the GYA Office. The EC bears special responsibility for the AGM part and the international protocol and international guests. The Office sets up a registration procedure, supports AGM communications and coordination between all committees, applies for limited funding for and coordinates travel and conference co-funding.	Generally, the GYA member or group of members who lead the bid to host the next Conference and AGM puts this committee together for approval by the EC.
4. AGM and Conference Programme Organising Committee, (POC)	Together with the LOC, the POC is responsible for developing the conference theme suggested by the LOC in their host bid, operationalise it (sessions, speakers, mingling exercise, etc.) and also help organise the general science session and how Conference and AGM fit together. Guiding posts for the planning are the past events and the feedback by the members. Similarly, the POC can develop ideas around possible pre-conference workshops and capacity building activities for members. Cooperation between LOC and POC is thus essential, in particular the POC supports the LOC to coordinate the programme in collaboration with potential donors.	Shortly after a bid for the next AGM has been selected. The 2020 call went out in the January newsletter, and members signed up at the 2019 AGM.
5. Fundraising Committee **Lead 2019/20:** **Tolu Oni**	The GYA core funding, provided by the German Ministry for Education and Research, is limited in both amount (about 500k€/year) and what we can use it for (e.g. the AGM is explicitly excluded). The role of the Fundraising Committee is to find ways to expand the current GYA funding, e.g. by establishing and maintaining contacts. Committee members also encourage GYA members to assist with these fundraising endeavours by soliciting ideas for potential funders, and working with members to approach the right funding bodies to support GYA activities. Ideally, this committee would find ways to make the AGM funding more sustainable as well. Experience with fundraising helps when being interested in this committee, but is not mandatory.	Annually after AGM
6. Membership Selection Committee	This committee plays a vital role in maintaining the high quality and diversity of new members. The members of this committee review all incoming applications for new membership each year (approximately 40 new members selection each year). The process is run by the chair of the committee. There are several rounds of reviews through which applications go (over 450 applications received in 2018). The goal is to admit the best applicants, matching the GYA criteria and who will be active during their five years of GYA membership. There is extensive documentation on the process. Requirement for being a member of this committee is having participated in at least one AGM.	Annually after AGM

7. Membership Diversity Committee	To have the best range of applicants, we have to ensure that the call for members is advertised through the best channels, getting the reach we want to have. This committee looks into improving the ways we advertise the call. In order to ensure diversity of membership is upheld, this committee regularly reviews membership statistics and develops strategies to encourage applications from in particular under-represented applicants (region, discipline, gender etc.). To achieve its goals, this committee closely works together with the Membership Selection Committee. This year, these committees will work together to determine the priority areas for the new diversity weighting factor approach for selecting new members. This committee also oversees that there is adequate diversity in GYA structures and initiatives.	Annually after AGM
8. Finance Review Committee	The GYA has a significant core budget (~500k€ from the German Ministry of Education and Research), topped up with additional funding from a wide range of donors for a variety of activities. The members of the finance review committee review the spending of the GYA and comment on ways to become more efficient in using the limited funds of the GYA. Members of the EC cannot be part of this committee.	Annually after AGM
9. Constitutional and Legal Committee **Co-Leads: Michael Backes and Karin Carmit Yefet**	The vision and guiding principles of the GYA are laid out in the constitution. The GYA is a living and learning organisation, and from time to time changes to the constitution are put forward by our members and the EC. The role of the Constitutional and Legal Committee is to review these suggestions in terms of legal feasibility, assess the impact of these changes and advise the EC. Legal experience is not required, but would help. The committee may also give other legal advice to the GYA Office and EC.	Annually after AGM

10. Review Committee Co-Leads 2019/20: Teresa Stoepler and Daniel Ochieng Orwenjo	This Committee consists of two separate streams to manage the allocation of internal funding for member activities and to review all GYA outputs that shall be released into the public domain. The **Internal Finances Review** stream will oversee all applications for internal funding (e.g. working groups, incubators). It will be supported by the GYA Office in the processing of the applications and the announcement of decisions. This will also include facilitating the review of the North-South Interdisciplinary Grant that is awarded by the GYA annually. The results of any review process are put forward to the EC for formal approval. The **External Review** (ER) stream will facilitate the review process for all outputs that will be released in the name of the GYA or are recognised as having had major GYA input and/or funding (statements, reports, etc.). Similar to an editorial board, members of the committee will not necessarily carry out the review themselves, but it is up to them to find suitable reviewers among the GYA members and alumni (sometimes also external experts), collect their feedback and communicate this feedback back to the members. For works submitted to an outside peer-reviewed publication, such as a book, journal article, or scientific report, this work stream will simply verify the peer review reports and confirm acceptance. It will not conduct an additional review. The ER stream should have alumni involvement as reviewers (provided there are no conflicts of interest). The results of any review process are put forward to the EC for formal approval.	Annually after AGM
11. Nominations and Opportunities Committee (Nom+OppC) Lead 2019/20: Shalini Arya	There are plenty of opportunities where an endorsement of a member by the GYA would help. Similarly, the GYA often gets invited to nominate candidates to participate in events or serve on further committees. However, often the number of places is limited. The role of this committee is to ensure that this process is fair and transparent. From this year onward, the GYA will also actively seek to nominate its members for important prizes and other interesting opportunities. With the help of the members, the committee will map relevant opportunities and actively seek out members who may be nominated for them.	Annually after AGM
12. Alumni Committee	Alumni and members interested in discussing and establishing structures and forms of alumni communication and relations, in suggesting ways for alumni to help advertising the GYA, finding fundraisers or call for donations to the alumni.	Annually after AGM

Notes:

- The committee size is at the discretion of the committee lead, taking into account diversity and manageability of the committee.
- Members are invited to serve on more than one committee, but should not be on more than three and not lead more than one.