Call for nominations:
The 2016 COMBINE executive committee

COMBINE is a student-run Australian organisation for researchers in computational biology, bioinformatics, and related fields. COMBINE is the official International Society for Computational Biology (ISCB) Regional Student Group (RSG) for Australia, and a subcommittee of the Australian Bioinformatics And Computational Biology Society (ABACBS). We aim to bring together students and early-career researchers from the computational and life sciences for networking, collaboration, and professional development. For more details and past events, see: combine.org.au

We are currently seeking nominations for the 2016 COMBINE executive committee.

Deadline for nominations: 5pm Tuesday 1st March 2016

How to Nominate:

- You may nominate yourself, or someone else using the nomination form.
- If you are nominated by someone else, we will check if you accept the nomination.
- You may nominate someone for a position that doesn't exist if you think there’s a need for it (e.g. the training coordinator position was created last year, due to workshop demand).
- If there are multiple nominees for a position, we will hold an election (unless we can negotiate a shared or new position). If we do go to an election, we will ask you to provide a short description of why you would be right for the position.

Position Descriptions

These position descriptions are just a guide, written by the people currently doing them. For the most part, they can be whatever you make them. Feel free to contact the current committee if you have questions about a position, or how the COMBINE committee works more generally. Contact: combine@combine.org.au.
For all positions there will be a ~3 month handover period, where the current person in that position will help you learn the ropes. This could be longer or shorter depending on what you need.

Requirements for all positions:

- You should identify as a student or early-career researcher in bioinformatics, computational biology, or a related field, and live/study/work in Australia.
- You must be a member of ABACBS (currently free to join, [here](#)).
- You will be asked to agree to the [COMBINE Terms of Reference](#).

### Required positions

#### President

- Be the face of COMBINE e.g. spruik at events, speak on our behalf to other organisations (e.g. to ABACBS, EMBL Australia etc.)
- Talk to current/potential sponsors
- Interact with the ISCB Student Council (yearly renewal, occasionally other things)
- Be the default go-to person for COMBINE
- Come up with hare-brained schemes (#sideprojects) as needed

The president makes sure everything is running smoothly. They essentially have their hand in all the pies and delegate to others as needed. Some perks include getting invited to events (free drinks) and plenty of opportunities to rub shoulders with the Australian Bioinformatics elite (great for your career!). Ideally, it would be nice if the president had some previous COMBINE experience (e.g. have been a previous exec or branch rep).

*Note: The President of COMBINE will also be the President of RSG Australia (see: [http://rsg.iscbsc.org/](http://rsg.iscbsc.org/)), and so if elected, must become a member of the ISCB ($55 USD).*

Current: Harriet Dashnow

#### Secretary/Vice-President

- Support President in promoting COMBINE
- Talk to current/potential sponsors
- Help President in Interactions with the ISCB Student Council (yearly renewal, occasionally other things)
- Be the go-to person for COMBINE in absence of President

Essentially the Vice-President assists the President to fulfill his/her responsibilities for COMBINE. This can include chairing meetings in absence of the President and helping to secure funding.

*Note: The Secretary/Vice-President of COMBINE will also be the Secretary of RSG Australia (see: [http://rsg.iscbsc.org/](http://rsg.iscbsc.org/)), and so if elected, must become a member of the ISCB ($55 USD).*

Current: Westa Domanova

#### Treasurer

- Keep good records of all incoming funding
- In charge of budget requests for using said funding
- Reimburse COMBINE event organisers for any costs they’ve incurred, pay invoices for events
- Submit monthly budget requests to ABACBS Treasurer for upcoming events
- Works with the President to make sure COMBINE isn’t going to go broke

Basically the role of the treasurer is to account for all the money COMBINE spends. This can sometimes be complicated as money often comes with strings attached (eg: only for a specific event or branch). Often you will be required to liaise with the ABACBS treasurer (currently Melissa Davies at WEHI in Melbourne). The COMBINE treasurer isn’t required to be from Melbourne, but this will probably be helpful as it is easier to meet with the ABACBS treasurer face-to-face.

*Note: The treasurer will need a separate CBA bank account in their name where COMBINE money can be deposited monthly, so the treasurer can pay invoices/reimburse people.*

Current: Jane Hawkey

**ABACBS Student Representative** - elected separately by ABACBS, **no nominations**.
The student representative on the ABACBS committee is invited to join the COMBINE committee. They act as the liaison between COMBINE and ABACBS, and represent student interests within the society. This position is filled through the ABACBS committee’s election process.

Current: Andrew Lonsdale

**Optional Positions:**

These positions are not absolutely required to form the exec committee (see the terms of reference), and can have multiple people in them, if required.

**Media & Comms**
- Maintenance and co-ordination of combine.org.au website including development/distribution of blog content
- Coordination of mailing lists
  - Compose newsletters to COMBINE mailing lists
- Social media accounts monitoring and outreach (Facebook, Twitter, LinkedIn etc)

The media & communications officer/representative helps distribute useful content regarding news and upcoming events through multiple online and social media platforms, including our mailchimp mailing list, website and wordpress blog, and social media accounts including twitter, facebook, and linkedin. Essentially when we need to let someone know about what’s happening within COMBINE or in relation to COMBINE, the media & comms rep facilitates that.

Current: Andrew Lonsdale and Zoe Dyson

**Training coordinator**
- Coordinate and organise workshops across Australia
  - When a workshop is requested email the existing pool of instructors (COMBINE, Software Carpentry, Data Carpentry, etc.) to identify potential instructors
  - Help organise dates for workshops
Coordinate with the treasurer to organise workshop funding, including instructor transport and accommodation

The training coordinator is responsible for helping organise training workshops across the country. Their role is essentially to connect people who want a workshop with instructors who are willing and able to teach those workshops. Ideally, the candidate would have some familiarity and connection with the Software Carpentry or Data Carpentry foundations, who have provided training for many of the COMBINE workshop instructors and host teaching materials, but this is not a requirement. Of course the training coordinator is welcome to volunteer themselves as an instructor, in which case perks may include being flown interstate to teach at other institutions.

**Additional positions** may be created as the need arises. You may nominate someone for a position that doesn’t exist, if you see the need!

**Local representatives** - **not elected, no nominations.**

There are many groups of COMBINE members running in their local area. We informally call these groups COMBINE branches. One or more local representatives act as the go-between to the COMBINE exec. This is currently an informal process, but included here for completeness. All the COMBINE local representatives + the execs form the National Committee (again, informal).