

## **The Commission on Tephrochronology Executive Composition and Duties:**

### **1. Chair (commission leader):**

- a. Co-ordinate executive and chair regular executive meetings (minimum 4/year)
- b. Lead communications with IAVCEI (e.g., annual reports)
- c. Ensure we are fulfilling our mandate/duties as a commission
- d. Maintain and build relationships with other commissions of similar interest and outside organizations (e.g., INQUA, VICS)
- e. Support other executive where/when needed

### **2. Officer of Communications (Executive member):**

- a. Maintains the website (as required in IAVCEI guidelines)
- b. Maintain social media accounts.
- c. Assist in advertising for meetings and sessions etc.
- d. Act as secretary during meetings.
- e. Support other executive where/when needed

### **3. Officer of Membership (Executive member):**

- a. Maintains the membership list, assist Officer of Communications in ensuring an up-to-date email list for all the membership.
- b. Coordinate the membership between JISCmail and official IAVCEI membership
- c. Recruit members, support social media
- d. Maintaining and supporting EDI goals of the commission.
- e. Support other executive where/when needed

### **4. Officer of Meetings (Executive member):**

- a. Leads the effort to solicit people to ensure the Quadrennial Tephra Meeting occurs every 4 years. If there are multiple contenders, organizes how the choice is made.
- b. Organize (with assistance from Chair and Communications) online seminar series
- c. Make sure COT is organizing/sponsoring workshops/sessions at key meetings (e.g., IAVCEI, INQUA, etc.)
- d. Member of the organizing committee for the Quadrennial Tephra Meeting; NOT chair but liaison between COT executive and the organizing committee.
- e. Support other executive where/when needed

### **5. Early Career Researcher Representative (Executive):**

- a. Ensures ECR representation in decision-making and meeting planning of COT
- b. Assist in communications
- c. Liaison with IAVCEI Early Career Network
- d. In charge grant applications/disbursement (e.g., IAVCEI funding for meetings)
- e. Recruitment of ECR membership and ECR activities of COT

### **6. Immediate Past President (Advisor):**

- a. Ensures continuity between old and new executive by assisting transition
- b. Assists transfer of COT current and historical documentation and passwords
- c. Regularly attends executive meetings in an advisory role.
- d. Only be filled if the past president does not move into another leadership role in the commission after their presidency.

### **7. Quadrennial meeting chair:**

- a. In charge of the COT Quadrennial Tephra Meeting (ideally held every 4 years).
- b. Will form a local organizing committee and regularly liaise with the main executive who will also assist where possible.
- c. Not an elected position, filled once the next meeting location is established.

### **Commission on Tephrochronology Rules and Regulations and Aspirations:**

- 1. Elections are to be held every four years in the same year as the IAVCEI General Assembly
- 2. The Quadrennial Tephra Meeting (that can be a joint meeting with another commission) must be held every four years in off years from IAVCEI and COV
- 3. Executive are required to ensure all criteria are met to remain an active Commission as part of IAVCEI.