



QRSE BY-LAWS
APPENDIX 1 – ROLES AND
RESPONSIBILITIES OF QRSE BOARD

Updated April 16th 2018

THE EXECUTIVE BOARD

The Society is governed by a 12-20 member Executive Board. Each board member is responsible for a portfolio of work and details of each of these roles are outlined in this document. QRSE strives to ensure that the Board consists of early, mid and senior career representatives and that it reflects broad geographical coverage, different sport and exercise disciplines, and gender equity. The QRSE Board convenes a minimum of once per year, usually via tele-conference, to review progress.

ROLES AND RESPONSIBILITIES OF QRSE EXECUTIVE BOARD

1. PRESIDENT

- (i) Upon the start of the two-year term, he/she will provide leadership to QRSE society and QRSE Board activities
- (ii) Chair QRSE Board meetings and the bi-annual AGM
- (iii) Oversee strategic directions of QRSE with periodic review of progress
- (iv) Act as the primary public facing representative of the Society
- (v) Report to QRSE members at bi-annual AGM
- (vi) Represent QRSE as requested at international and regional meetings
- (vii) Oversee the recruitment and rotation of QRSE Board Members
- (viii) Oversee, with support of QRSE Board members, the reporting of QRSE for Charity status
- (ix) Oversee, with QRSE Treasurer, the financial accounts of QRSE and Annual audit reports
- (x) Provide support and direction (as needed) to the work of QRSE Board members
- (xi) Pro-actively seek funding to support the activities of the Society
- (xii) Authorise financial transactions in the absence of the Treasurer
- (xiii) Prepare an annual report for the AGM, detailing the activities
- (xiv) Liaise with the Journal Editor(s) of Qualitative Research in Sport, Exercise and Health (QRSEH),

including providing advice on the recruitment of subsequent Editor(s) of QRSEH

- (xv) Promote QRSE to national and international organisations as required

2. PRESIDENT ELECT

- (i) Upon the start of the one-year term, he/she elect will work closely with the President to learn to perform all duties incidental to the office of the President.
- (ii) With Member-At-Large, and the editor(s) of Qualitative Research in Sport, Exercise and Health (QRSEH), manage the annual QRSE awards process
- (iii) Represent QRSE at regional and international meetings as requested
- (iv) Act as Chair of QRSE Board meetings in absence of QRSE President
- (v) Pro-actively seek funding to support the activities of the Society
- (vi) Promote QRSE to national and international organisations as required

3. PAST PRESIDENT

- (i) Upon the start of the one-year term, he/she will provide support and guidance to the QRSE President and QRSE Board on matters of governance, conference choices, awards/tributes, and other activities
- (ii) Pro-actively seek funding to support the activities of the Society
- (iii) Represent QRSE at regional and international meetings as requested

4. SECRETARY

- (i) Upon the start of the three-year term, he/she will maintain the Schedule for QRSE Board Meetings extending at least 6 months ahead of time
- (ii) Coordinate QRSE Board Meetings communications including sending electronic invitations and reminders to Board members
- (iii) Support the QRSE Board meetings including

preparation of Board Agenda (sent a minimum of one week ahead), minutes of previous meeting (sent ideally one week after Board meeting, and sent again with the agenda for the next meeting) and Attachments (as required); these tasks and materials should be prepared in consultation with current QRSE President or other delegated persons

- (iv) Coordinate and where needed support QRSE communications for board and board teleconferences as needed including supporting the use of relevant IT software (such as: go to meeting, skype, or similar)
- (v) During QRSE Board meetings, record discussions and draft minutes, circulate to QRSE President (or meeting chair) for approval before circulating as 'draft' to Board members. Finalise and archive copy as required.
- (vi) Be custodian of the Society's records
- (vii) Liaise and support QRSE Governance
- (viii) Lead to maintain records of QRSE Board membership including and QRSE correspondence materials, including Board Members affiliations, terms of service, phone and skype contacts
- (ix) Support QRSE Executive Board Meetings – Logistics, Agenda and Minutes as requested by QRSE President
- (x) Support the QRSE President to prepare an Annual Report for the QRSE AGM
- (xi) As a member of the QRSE Executive Board, participate in Executive Board and AGM meetings
- (xii) Promote QRSE to national and international organisations as required

5. TREASURER

- (i) Upon the start of the three-year term, and eligible for this role only if a UK resident, he/she will oversee QRSE financial activities as required
- (ii) Provide oversight of QRSE bank accounts
- (iii) Maintain records of QRSE income and expenditures
- (iv) Coordinate approval and action other recurring

and ad hoc invoices, payments and receipts

- (v) Prepare and provide annual financial report (written) to QRSE Board Meetings for the AGM
- (vi) As a member of the QRSE Executive Board, participate in Executive Board and AGM meetings
- (vii) Provide finance support to the QRSE Membership team regarding membership payment troubleshooting
- (viii) Liaise with Membership Officer and Members-At-Large to manage the QRSE membership database
- (ix) Promote QRSE to national and international organisations as required

6. CONFERENCE OFFICER

- (i) Upon the start of the three-year term, he/she will provide executive Board-level leadership and continuity to the biennial conference and workshops
- (ii) Facilitate and co-ordinate the identification of the QRSE conference, including coordinating expressions of interest to host conferences, identifying a minimum of two appropriate sites to host the annual conference, and presenting a case for each site to the Executive Board that takes account of geography, budget, host facilities, the suitability of the host conference team, and fit with the mission and vision of QRSE. Site selection will be determined by a motion and a simple majority of the Executive Board.
- (iii) Serve as an ex-officio member of the host conference scientific board.
- (iv) Facilitate and co-ordinate the identification of the QRSE workshops, including coordinating expressions of interest to host workshops and identifying suitable workshops. Workshop selection will be determined by a motion and a simple majority of the Executive Board.
- (v) Oversee the development of QRSE conference and workshop
- (vi) Keep the Executive Board apprised of the progress of the conference planning (including program and site logistics) and seek Executive Board approval on major issues

- (vii) Ensure policies, budget, and time schedules for the execution of various duties are upheld
- (viii) Provide a final report of the QRSE conference or workshops within one month of ending to the Executive Board
- (ix) Promote QRSE to national and international organisations as required
- (x) Liaise with Members-At-Large to support conference planning and as required

7. COMMUNICATIONS OFFICER

- (i) Upon the start of the three-year term, he/she will provide leadership and coordination to the QRSE Communications strategy
- (ii) Lead, implement, review, and up-date all communications of the QRSE Society on the QRSE website, social media, and written communications to ensure relevant news, employment opportunities, and materials are posted frequently
- (iii) Contribute to and support as needed the QRSE newsletter
- (iv) Monitor and maintain the QRSE email account and that queries are responded to and/or forward to the relevant QRSE Board member; provide follow-up to ensure reply is sent
- (v) Provide reports on QRSEH communications to QRSE Board meetings and the AGM
- (vi) Liaise with the QRSE Membership Officer and Graduate Student Representatives on QRSE Membership recruitment campaigns
- (vii) Promote QRSE to national and international organisations as required
- (viii) Liaise with Members-At-Large to support communication and as required (particularly when cover / support needed for periods of absence/leave)

8. ELECTION OFFICER

- (i) Upon the start of the three-year term, he/she shall co-ordinate and manage the election process for each position on the Executive Board, including managing the call for self-nominations,

preparing a list of nominees for the elected offices of the Society in accordance with the Bylaws, communicating with the Executive Board, and reporting the results of the election back to the Board and QRSE members.

- (ii) Keep up to date records of the Executive Board structure and membership
- (iii) Review the election process on an annual basis to ensure it matches the current QRSE policies and by-law
- (iv) Keep up to date records of the Executive Board structure and membership
- (v) Promote QRSE to national and international organisations as required
- (vi) Liaise with Members-At-Large to support communication and as required (particularly when cover / support needed for periods of absence/leave)

9. MEMBERSHIP OFFICER

- (i) Upon the start of the three-year term, he/she will coordinate and manage the QRSE membership database
- (ii) Undertake recurrent duties to maintain database and membership which include checking for expired and soon to expire memberships on a monthly basis and sending invites to renew
- (iii) Contact the Treasurer with details of new subscriptions
- (iv) In conjunction with the QRSE Treasurer, ensure all Memberships are successfully processed and funds received; where problems arise, either by default or IT problems, follow up with prospective member to ensure payment is received
- (v) Follow up with new and renewed student memberships and collect and archive copies of proof of student status for new members; where not provided communicate with individuals and seek upgrade of membership or cancellation
- (vi) Liaise with the QRSE Communication officer on QRSE Membership recruitment campaigns
- (vii) Provide report on QRSE Membership at QRSE Board meetings and the AGM including

breakdown of membership numbers by category, country etc

- (viii) Liaise and support Membership promotion and processes in conjunction with QRSE conferences and workshops
- (ix) Support the QRSE Board with any Membership related activities where possible
- (x) Promote QRSE to national and international organisations as required
- (xi) Liaise with Members-At-Large to support communication and as required (particularly when cover / support needed for periods of absence/ leave)

10. MEMBER-AT-LARGE

- (i) Upon the start of the three-year term, each Member-At-Large shall co-ordinate and lead a QRSE award (i.e., outstanding early career award) and work closely with the President Elect and editor(s) of Qualitative Research in Sport, Exercise and Health (QRSEH)
- (ii) Create and sustain regional networks
- (iii) Attend meetings/events and liaise with the QRSE president regarding appropriate representation as required
- (iv) Promote QRSE to national and international organisations as required
- (v) Assist in other duties as assigned by the Board

11. GRADUATE STUDENT REPRESENTATIVES

- (i) Upon the start of the two-year term, each person shall represent the concerns and interests of the QRSE graduate students on the Board
- (ii) Be responsible for reporting back to QRSE graduate students concerning Board activities
- (iii) Assist graduate students attending the biennial Conference concerning their particular needs (e.g., accommodations)
- (iv) Liaise with the Membership Officer and Communications Officer on QRSE Membership recruitment campaigns
- (v) Develop and co-ordinate student workshops,

webinars, and other activities that will benefit QRSE student members

- (vi) Promote QRSE to national and international organisations as required

12. QUALITATIVE RESEARCH IN SPORT, EXERCISE AND HEALTH (QRSEH) JOURNAL EDITOR(S)

- (i) Liaise with the QRSE President and publisher (Routledge) of QRSEH to recruit subsequent Editor(s) of QRSEH. It must be noted that the editor(s) of QRSEH are ex officio members and have independent control of the journal. All final decisions, including the final approval of the next editor(s) to take to the publisher, are made by the editor(s). QRSE Executive Board operate only in an advisory capacity for QRSEH
- (ii) Attend QRSE meetings/events as required
- (iii) Provide advice on all QRSE activities
- (iv) With the President Elect and Members-At-Large, co-ordinate a QRSE award (i.e., outstanding early career award)
- (v) Support the Conference Officer as appropriate
- (vi) Promote QRSE to national and international organisations as required

13. QUALITATIVE RESEARCH IN SPORT AND PHYSICAL ACTIVITY (QRSPA) BOOK SERIES EDITOR(S)

- (i) Liaise with the QRSE President and publisher (Routledge) to recruit subsequent Editor(s) of QRSPA. It must be noted that the editor(s) of QRSPA are ex officio members and have independent control of the series. All final decisions, including the final approval of the next editor(s) to take to the publisher, are made by the editor(s). QRSE Executive Board operate only in an advisory capacity for QRSPA
- (ii) Attend QRSE meetings/events as required
- (iii) Provide advice on all QRSE activities, including outstanding early career award
- (iv) Support the Conference Officer as appropriate
- (v) Promote QRSE to national and international organisations as required

