

Role	# people needed	Time investment	Description	Term
<i>Executive board (present at all board meetings)</i>				
Chair	1	+++	Sets the yearly plan. Runs meetings and drives the agenda. Plans the overall strategy, represents iAIMS internally and externally, is the final decision-maker when consensus is not reached. Onboards the Chair-elect. Acts as the main representative of the working groups to the Executive Board and assures communication in both directions.	2 years
Chair-elect	1	++	Shadows the Chair across the year with full view of chair-level work. Deputizes for the Chair in their absence (running meetings, making decisions in urgent situations). Becomes Chair the following period.	2 years <i>+ 2 years chair</i>
Secretary	1	+++	Prepares and circulates agenda, takes minutes/polishes AI-generated meeting notes, tracks action items. Schedules meetings, maintains the shared drive (folder structure, archiving, access rights), manages the shared email inbox. Acts as the co-representative of the working groups to the Executive Board and assures communication in both directions.	2 years
Secretary-elect	1	++	Shadows the Secretary across the year with full view of secretary-level work. Deputizes for the Secretary in their absence (scheduling meetings, replying urgent emails). Becomes Secretary the following period	2 years <i>+ 2 years secret.</i>
Treasurer and funding officer	1	+++	Owens the working group's finances: manages the budget, tracks spending, and handles reimbursements. Reports on the financial position at meetings. Also leads the group's funding efforts by identifying relevant grants and awards, and coordinating the application process.	2 year
Treasurer and funding officer-elect	1	++	Shadows the Treasurer and funding officer across the year with full view of treasurer and funding officer-elect. Deputizes the Treasurer and funding officer in their absence (manages the budget, tracks spending, and handles reimbursements, etc.). Becomes Treasurer and funding officer the following period	2 years <i>+ 2 years TFO.</i>
Diversity, Equity, Inclusion (DEI) officer	1	++	Ensures that the organisation and its outcomes are aligned with diversity, equity, and inclusivity principles.	2 years
Communications officer	1-2	++	Manages the newsletter and mailing list, social media, event promotion, and the working group's public-facing presence (website content, mailing list). Works closely with other leads during launches and campaigns to ensure timely and consistent messaging. Manages / moderates the internal communication channel (currently Discord).	2 years

Advisory Board (act as advisors to the community)				
Trust officer	1	+	Acts as the designated trust person to contact and manage any situations of conflict or concern within iAIMS.	2 years
Senior advisor	3-5	+	Experienced researcher / clinician that advises the executive committee on respective governance.	2 years
Working groups roles (other working groups can be created in case of need)				
Coding Lead	1-2	++	Maintains the working group's coding infrastructure: keeps the website up to date, manages the GitHub repositories (documentation, open-source materials). Ensures that information is accessible, well-organised, and consistent across platforms. Coordinates with other leads for content updates.	2 years
Coding Group Working Members	multiple	+	Support the maintenance and development of the website and GitHub. May take on specific tasks such as updating pages, reviewing pull requests, writing documentation, or welcoming.	
Open Science and Sustainability Lead	1-2	++	Defines the role Open Science plays in iAIMS; collaborates with leads of other working groups (educational sessions, iAIMS papers,...) to ensure open science practices. Overviews sustainability and environmental targets of the community. Keeps an eye on the footprint of AI projects in the community and maintain links with other organisations that have this interest at heart.	2 years
Open Science and Sustainability Working Group Members	multiple	+	Helps with the implementation and evaluation of open science practices in the iAIMS community. Supports the assurance of iAIMS as a sustainable and environmentally aware organisation together.	
Educational Lead	1-2	++	Plans and coordinates the working group's educational sessions programme: identifying topics, recruiting speakers, liaising with venues or platforms, managing logistics, and evaluating outcomes. Works closely with the Communications officer for promotion. Keeps the community updated on latest news (newly published relevant articles).	2 years
Educational Group Working Members	multiple	+	Support the organisation of individual educational sessions, helping with logistics, moderation, speaker coordination, and post-event follow-up. May independently lead a single session under the guidance of the Educational Sessions Lead.	
Events Lead	1-2	++	Coordinates the yearly Awards: sets the timeline, issues the call for nominations, composes the jury, manages the reviewing process, event ceremony logistics, communication with applicants. Plans and schedules the working group's journal club sessions: selects papers (or coordinates selection with members), recruits session hosts, sends invitations, and facilitates discussion. Ensures a regular cadence and broad coverage of open science topics relevant to the community.	2 years

Event Group Working Members	multiple	+	Supports the Events Lead in organising events such as journal club, hackathon and awards. Participate in journal club sessions and may volunteer to host individual sessions, selecting a paper, preparing a brief summary or slides, and leading the discussion. Hosting is encouraged but not mandatory for all members.	
Fundings Working Members	multiple	+	Works alongside the Treasurer & funding officer to identify and pursue funding opportunities. Members help scout relevant grants, fellowships, and sponsorship opportunities; contribute to writing or reviewing applications; and track submission deadlines and outcomes. Operates under the coordination of the TFO.	
Communications Working Members	multiple	+	Support the Communications officer with writing/editing newsletters, drafting social media posts, designing visual assets, and maintaining the mailing list. Members may focus on specific channels or content types depending on their skills and availability.	
<i>Volunteering</i>				
Volunteer	multiple	from + to ++	Provides flexible support across the working group's activities, picking up tasks from different leads as they come up (events, newsletter, awards, guidebook). Matched with a committee mentor for onboarding and check-ins.	
<i>External liaison roles</i>				
Scientific liaison	2	++	Maintains the connection with the ECTRIMS/OHBM board, attends their meetings, brings relevant updates back to our committee, and shares our news with them for their newsletter and channels. Establishes connections with researchers and ensures that researchers' needs are met. Point of contact for new committee members and volunteers (researchers), ensuring new members complete onboarding materials, are introduced to the team, and are matched with a mentor. Maintains an up-to-date record of membership.	2 years
Patient liaison	2	++	Establishes connections with patients and ensures that patients' needs are met. Point of contact for new committee members and volunteers (patients), ensuring new members complete onboarding materials, are introduced to the team, and are matched with a mentor. Maintains an up-to-date record of membership.	2 years
Clinician liaison	2	++	Establishes connections with clinicians and ensures that clinicians needs are met. Point of contact for new committee members and volunteers (clinicians), ensuring new members complete onboarding materials, are introduced to the team, and are matched with a mentor. Maintains an up-to-date record of membership.	2 years