

EXECUTIVE COMMITTEE

present at bimonthly board meetings

Chair

Chair-Elect

Secretary

Secretary-Elect

DEI officer

Treasurer & FO

TFO Elect

Communications officer

WORKING GROUPS

own delivery of activities;
Leads attend board meetings

Coding Lead

Workgroup Coding

Open Science Lead

Workgroup OS

Educational Lead

Workgroup Education

Events Lead

Workgroup Events

Workgroup Funding

Workgroup Communication

ADVISORY BOARD

advises the community; joins board meetings 2x/year

Trust Officer

Senior Advisors

Scientific Liaison

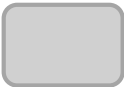
Patient Liaison

Clinician Liaison

GENERAL VOLUNTEERS



Priority – recruit now



Desired role

Role	Level	n people needed	Time investment	Description	Term
EXECUTIVE COMMITTEE					
Chair	Priority	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.	1 year
Chair-elect	Desired	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 year.	1 year + 1 year chair
Secretary	Priority	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.	1 year
Secretary-elect	Desired	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 year	1 year + 1 year Secretary
Treasurer and funding officer	Priority	1	+++	Owns 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.	1 year
Treasurer and funding officer-elect	Desired	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 year	1 year + 1 year TFO
Diversity, Equity, Inclusion (DEI) officer	Priority	1	++	Ensures that the organisation and its outcomes are aligned with diversity, equity, and inclusivity principles.	1 year
Communications officer	Priority	1	++	Manages the newsletter, social media, event promotion, and the working group's public-	1 year
WORKING GROUPS					
Coding Lead	Priority	1	++	Makes sure that all iAIMS's activities with regard to coding stay clean, transparent and in tune with open science principles where appropriate. Coordinates the group that maintains the GitHub or other coding platforms and the iAIMS website.	1 year
Coding Working Group Members	Desired	multiple	+	Supports the coding lead in all iAIMS coding-related activities	
Open Science Lead	Priority	1	++	Defines the role Open Science plays in iAIMS; collaborates with leads of other working groups (educational sessions, iAIMS papers,...) to ensure open science practices	1 year
Open Science Working Group Members	Desired	multiple	+	helps with the implementation and evaluation of open science practices in the iAIMS community	
Educational Lead	Priority	1	++	Plans and coordinates the working group's educational programme: identifying topics, recruiting speakers, liaising with venues or platforms, managing logistics, and evaluating outcomes. Works closely with the Communications officer for promotion.	1 year
Educational Group Working Members	Desired	multiple	+	Support the organisation of individual educational activities, helping with logistics, moderation, speaker coordination, and post-event follow-up. May independently lead a single session under the guidance of the Educational Lead.	
Events Lead	Priority	1	++	Coordinates iAIMS's events other than educational content. Examples include award ceremonies, brainstorm sessions, teambuildings, journal clubs, etc.	1 year
Events Group Working Members	Desired	multiple	+	Helps with the coordination of iAIMS's events. May independently lead a single session under the guidance of the Events Lead.	
Communications team	Desired	multiple	+	Support the Communications officer with writing newsletters, drafting social media posts,	
Fundings Team	Desired	multiple	+	Works alongside the Treasurer & funding officer to identify and pursue funding	
ADVISORY BOARD					
Trust officer	Desired	1	++	Acts as the designated trust person to contact and manage any situations of conflict or concern within the working group.	1 year
Patient liaison	Desired	1	++	Leads recruitment and onboarding of new committee members and volunteers	1 year
Clinician liaison	Desired	1	++	Leads recruitment and onboarding of new committee members and volunteers	1 year
Senior advisor	Desired	multiple	++	Experienced researcher / clinician that provides content-wise advise about iAIMS's	
Scientific liaison	Desired	1	++	Leads recruitment and onboarding of new committee members and volunteers	1 year
VOLUNTEERS					
Volunteer	Desired	multiple	from + to ++	Acts as a supplementary force of iAIMS, either to support activities or temporarily carry	