**Council Duties and what is expected from members:**

**Composition of the PhD Council**

- The PhD council represents all PhD candidates from SBE
- The planning is to have 6 actively engaged members. From these 6 members; a representative, a chair and an administrative member

1. The ABRI Council has already a representative, Elmira van den Broek, who is currently the SBE PhD representative of the workers’ council, therefore, responsible to represent the interests of PhD candidates in this council.

As an ABRI Council representative, Elmira is responsible to:

   a. Represent the PhD Council during official matters
   b. To ensure efficient communication between PhD candidates and the Faculty Board
   c. Represent the PhD Council, both inside and outside SBE

2. The chair of the PhD Council shall:

   a. Prepare the agenda for the meetings, in consultation with the administrative member
   b. Chair PhD Council meetings

3. The administrative member shall:

   a. Inform Mariana Stori (ABRI Programme Manager) about the lunch meetings and the annual event dates. Mariana will provide full support in the organization of these activities
   b. Prepare the agenda for the meetings, in consultation with the chair and send it together with underlying documents to the council members prior to the meetings
   c. Be responsible for the meeting minutes
   d. Forward the meeting minutes to Mariana to archive it on the ‘G-drive’

**Duties of the PhD Council**

The tasks of the PhD Council include:

- To inform PhD candidates and supervisors about the existence of the PhD Council
- To ensure that PhD candidates are involved in matters that concern them and inform the Faculty Board about issues that concern PhD candidates
- To make sure the faculty’s PhD Council webpage is up to date and inform of any changes to ABRI Data Analyser & Communications - Hans Quene, h.quene@vu.nl
- To draw up an annual report on its own activities
- When leaving the PhD Council, all members have the responsibility to fully brief their successors about their tasks and responsibilities
- The PhD Council meets at least three times a year. More meetings may be scheduled if deemed necessary. The PhD Council lunch meetings will take approximately one and a half hour
- The PhD Council may invite PhD Supervisors and the Faculty Board’s vice-dean research from SBE for the meetings
- The PhD Council may invite experts to speak at its meetings
- Any member of the PhD Council may submit a subject for inclusion on the agenda

Evaluation and planning

- During the final meeting of the year, the PhD Council shall assess and document its performance and activities of the past year and shall draw up a list of points for consideration for the following year. This should be issued to Mariana before 1 December 2020
- Before 31 January 2020 and then 1 December 2020 the PhD Council shall draft an annual plan which includes a schedule of the PhD Council meetings and the annual event and forward it to Mariana who will support to organize and promote these activities