

International Society for Applied Phycology Stichting
Zeestraat 84, 2518AD 's-Gravenhage
Netherlands



Call for volunteers for the ISAP Assistant President

About ISAP Foundation

ISAP was founded in 1999 as a non-profit organization. ISAP is aiming at promoting research and dissemination of knowledge about applied phycology, algal biotechnology and the utilization of algae. To fulfil these objectives, the ISAP shall promote the following activities:

1. Organize triennial meetings, encouraging wide participation from academia and industry
2. Form an informed source of expertise among members who can provide an accurate, disinterested opinion concerning algal products or relating to environmental impact of algae
3. Form links and affiliations with existing and emerging national and regional organizations of applied phycology
4. Promote exchange of students and researchers
5. Apply for special grants and donations from international bodies, governments and industry to support activities of the ISAP
6. Issue a newsletter to publicize activities
7. Organize workshops and training programs
8. Support culture collections of algae
9. Organize exhibitions of commercial algal products and similar pertinent exhibits along the triennial meetings

Every 3 years a new Executive Committee is elected. It is composed of a President, 2 vice-presidents and an Executive Committee. In addition, the President appoint an Assistant President to help him/her in the day-to-day running of the society.

It is in the remit of the Assistant President to:

- a. Assisting the President in organizing and achieving its tasks
- b. Liaise with the Treasurer regarding all financial reporting or documents
- c. Produce the annual financial and activities plans and reports to be presented to the Supervisory Board under the guidance of the President
- d. Manage subscriptions by checking weekly the website to make sure all subscribers have their access up to date, and validate manually the subscribers that paid by bank transfer instead of payment through the website. Produce invoices for subscribers when special requests from subscribers for whom the invoice from the website is not sufficient.
- e. Manage the applied.phycologysoc@gmail.com address by managing the enquiries, archiving emails in relevant folders, and dispatching emails to the President or other council members when and as required.
- f. Assist the President in organising meetings (planning, minutes etc), especially the General Assembly.
- g. Organise the Election of members of the next EC: organise the call for nominations of candidates for EC members by email for ISAP subscribers **two months** prior to the General Assembly held at triennial ISAP Congress; ensure adequate system to allow all subscribers to vote, including the ones that cannot attend in person the General Assembly.
- h. Managing archives of documents related to society by archiving digital copies (and hard copies when legally required)
- i. Update ISAP Handbook when required