

Charter of the Sandia National Laboratories

Sandia Postdoctoral Development (SPD) Association

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ARTICLE I: NAME AND PURPOSE

Section I – *Name*: The name of this organization is the Sandia National Laboratories (SNL) Sandia Postdoctoral Development (SPD) Association, formerly known as the Postdoctoral Professional Development Program (PD2P) until late 2016.

Section II – *History*: The SNL SPD Association was founded in 2007 to promote an environment of advocacy, career development, community development within our workplace, and mentorship among Postdoctoral Appointees and Research Scientists at SNL. Postdoctoral Appointees intensely focus on laboratory research and sometimes find themselves isolated making it difficult to cultivate other necessary professional skills that are important for success. It is key for Postdocs to network themselves and to take an active role in developing their own professional skills to prepare for the next steps in their career.

Section II – *Purpose*: The SNL SPD Association represents all personnel that are classified as Postdoctoral Appointees at Sandia National Laboratories. The purpose of the SNL SPD Association is to address the needs and concerns of Postdoctoral Appointees within Sandia National Laboratories by promoting:

- A. *Advocacy* – Provide representation to the Sandia Chief Technology Officer (CTO) Program Office for constructive changes in the research environment, mentorship, and policies that affect the lives of Postdocs and their families.
- B. *Career Development* – Promote training environments which foster the career-related needs of the Postdoctoral community.
- C. *Community Development* – Build a community of Postdocs by promoting interaction between Postdocs on research, social, and cultural issues.
- D. *Mentorship* – Promote and facilitate high quality mentorship which has been linked to increased Postdoc productivity, enhanced self-efficacy, the development of original research ideas, and a move toward greater independence and maturity as scientists and engineers.

ARTICLE II: MEMBERSHIP

Section I – *General members*: Anyone working within the capacity of a Postdoctoral Appointee at Sandia National Laboratories (New Mexico or California sites, respectively) are automatically a general member of the SPD organization.

- A. *Non-discrimination statement*: All actions and membership of the SNL SPD shall be undertaken without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, or disability.
- B. *General meetings*: At least one regular meeting of the full body of the SPD Association will be held per calendar year, named the All-Hands Celebration. This event occurs at both NM and CA sites at concurrent times. The purpose of the All-Hands Celebration is to foster a sense of community among Sandia Postdoctoral Appointees, celebrate Postdocs' contribution to the Labs and its mission, discuss past and upcoming events, and administer the in-person version of SPDs annual survey. The meeting ends with a Postdoc-only roundtable discussion; frequent topics include conversion rates from Postdoctoral Appointee to Staff, and challenges that Postdoctoral Appointees currently face.
- C. *Events*: All members are encouraged to attend all social and career development events. Members may choose to participate in any or all the events that are organized, and will be included in our e-mail distribution list. SPD events include:
 - a. All-Hands Celebration (Spring, held annually)
 - b. Technical Showcase (Fall, held annually)
 - i. Annual Distinguished Mentorship Award
 - c. Technical seminars (held monthly)
 - d. Tours within or outside of Sandia National Laboratories such as MESA, Solar Farm, Z-machine, and the New Mexico Trinity site
 - e. Professional Development Workshops (held monthly)
 - f. Social outings such as lunches, happy hours, group hikes, and ice cream socials

Section II: *Executive Board Positions*

- A. A detailed explanation of the Executive Board Positions and duties can be found in the SPD by-laws. These positions are held by board members, and include:

1. *Staff Leads (NM and CA):*

Staff Lead responsibilities include supporting the SPD Executive board members and at-large members, serving in a project management role and as an interface between Postdocs, Sandia management, and the CTO Program Office.

2. *Technical Seminar Chairs (NM and CA):*

Technical chair responsibilities include organizing monthly technical seminars. This includes the continual recruitment of seminar speakers, as well as organizing, coordinating, executing seminar logistics, and hosting speakers.

3. *Workshop Chairs (NM and CA):*

Workshop chairs responsibilities include organizing monthly workshops switching between NM and CA respectively. The workshop chairs work closely together and are responsible for soliciting speakers based on the needs of the Postdoc community expressed through the annual Postdoc Survey.

4. *Social/Networking Chairs (NM and CA):*

The Social/Networking chairs responsibilities include organizing social and networking events, as well as the annual Technical Showcase, and All-Hands celebration meeting. Social events are important so new and current Postdocs can network in a relaxed environment.

5. *Communications Chair (NM only):*

The Communications chair responsibilities include acting as SPD webmaster (maintaining and updating the SPD website), sending a welcome email to new Postdoctoral Appointees entering Sandia, sending a monthly SPD newsletter, facilitating and administering the annual Postdoc Survey at the All-hands Celebration, and taking meeting minutes at the Executive Board meetings. Other survey and statistics activities with which the statistics chair may be involved include Exit Surveys, Focus Groups, and Postdoc-to-Staff conversion inquiries.

6. *Special Projects Chair (NM only):*

The Special Projects chair is responsible for spearheading new initiatives that are of interest to the SPD Executive Board. This position is, in many ways, the utility player of the SPD Executive Board, and the person filling this position should be comfortable working in an undefined problem space.

B. *Terms*: Executive board members are encouraged to serve for a minimum of a one year.

C. *General Responsibilities* of Executive board positions:

1. Attend regularly scheduled board meetings (see Article III for for Board Meeting details).
2. Conduct the duties of their assigned Executive board position as outlined in the SPD charter and further defined in the SPD bylaws.
3. Attend and organize annual meetings of the full body of the SNL SPD organization including the Technical Showcase and All-hands Celebration.
4. Represent the SPD membership and their concerns.

ARTICLE III: EXECUTIVE BOARD MEETINGS and VOTING

Section I: Executive board meetings

The Executive board will meet biweekly on routinely predetermined dates and times; every other Monday from noon – 1 PM in building 897, room 4056.

Section II: Voting

- A. Only Executive Board members are eligible to vote on SPD business with the exception of charter amendments. □
- B. At least two-thirds of Executive Board members must be present for a legal vote to take place. □
- C. Following a legal vote on issues not related to the charter, a motion shall be considered passed by a simple majority of those present. Executive Board members unable to attend a vote can place their vote by emailing the staff lead before the meeting.
- D. The voting procedure is flexible and will be determined by the SPD Executive Board via a show of hands voting or by email.

ARTICLE IV: CHARTER and BY-LAWS

Section I: Revision and Amendments:

Revision of and Amendments to the SNL SPD charter and/or by-laws must be submitted to approval by the entire SNL SPD Executive Board. Revisions and/or amendments will be considered adopted if it is approved by a majority of votes cast during a bi-weekly board meeting.

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