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Handover Package for EASA Network Convenors

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1. Core Responsibilities

Annual Report

Network convenors must send in an annual report by the end of November each year, which briefly summarises what the Network has done during the past 12 months, highlighting events, publications, or initiatives. Ideally, this should be no more than two/four pages. You can send it to: [membership\[at\]easaonline\[dot\]org](mailto:membership@easaonline.org). Please remember that this is a condition of eligibility for obtaining funding to organise events in non-conference years!

Keeping the Network Active

Networks vary greatly in size and activity; EASA values engagement and inclusiveness rather than a single model of operation. Nevertheless, convenors are expected to:

- Maintain communication with network members and with the EASA network liaisons
- Organise a network event in non-conference years, considering synergies with other networks
- Organise or support other scholarly activities where possible
- Organise annual network meetings: a face-to-face network meeting at the EASA biennial conference, and an online meeting (or in hybrid form during the network events) organised during non-conference years
- Ensure network information and the network's digital infrastructure (e.g. social media accounts) remains up to date
- Encourage participation from a broad and inclusive range of members
- Recruit new members

2. Communication and Visibility

EASA Newsletter

EASA produces a newsletter every Spring (usually late February), Summer (usually mid-June) and Autumn (usually October/November). It is available on the EASA website, but is also emailed to members.

Networks are encouraged to submit:

- Announcements of upcoming events
- Brief news
- Calls for participation
- Other relevant network news

Submit your network updates quarterly using this form: <https://easaonline.org/add-news-from-your-network/>. We will include your news in the Newsletter only with minor editing, so please edit your news carefully.

Network Website and Social Media

As the networks are the active face of EASA (besides the conference), it is important to keep network content on the website as lively as possible. Each network should maintain an up-to-date presence on the EASA website. Convenors can choose to either send the information to be published on the website through the [Add Events](#) or form, or use editor's access to log in on the network's page on the EASA website and update the page themselves. See [Instructions for network editors – EASA](#). If your network does not have editorial access yet, please use [Registration form for network editors – EASA](#) to request it.

Typical updates include:

- Convenor details
- Calls and announcements
- Event information
- Brief reports on past events
- Other relevant resources

Each network can only have one email registered for editorial access, so please make sure to transfer the login access (or to change the registered email address using [Registration form for network editors – EASA](#)) when new network editors come in. Network convenors are responsible for nominating network editors, or can serve as network editors themselves.

If your network maintains an external website, it is important to please also keep the EASA network page updated.

All events and calls published by network editors are automatically displayed on the [EASA Events](#) page and scheduled to be posted on the EASA social media - yet another reason why it is important to keep your EASA network page updated!

For any questions related to network pages, please contact the EASA Web Support Team: [web\(at\)easaonline.org](mailto:web(at)easaonline.org)

[EASA Social Media](#)

All events published by network editors are automatically scheduled to be posted on the EASA Social Media, which currently include:

[EASA Facebook](#)

[EASA LinkedIn](#)

[EASA X](#)

[EASA Bluesky](#)

[EASA Instagram](#)

[EASA YouTube](#)

There is a limited number of social media posts we can publish in a period of time, but we do our best to ensure that all network events are spotlighted in the social media. Feel free to send a reminder to [web\(at\)easaonline\(dot\)org](mailto:web(at)easaonline(dot)org) to make sure your network event is spotlighted.

If we have a free spot on our social media schedule, we also occasionally post (only on social media, not on the EASA website) anthropological news not related to EASA networks, but the EASA news always has priority.

EASA Web Support Team is responsible for social media management. Please contact them with relevant queries: [web\(at\)easaonline.org](mailto:web(at)easaonline.org)

Network Social Media

Your network may have its own social media channels on various platforms, too. While social media increases visibility and is always appreciated, running accounts is a demand on the time of convenors (or other network members delegated for this). Many platforms decrease the visibility of accounts that are inactive for a period of time, so consistent investment in posting is essential.

Login details should be transferred to the next convenors and accounts should be kept safe by frequent change of secure passwords.

EASA has organised social media training sessions in the past. You can watch a training session [here](#) if you feel your social media skills need some updating.

If convenors decide to set up new social media accounts, it is important to link them to [EASA's social media](#) (follow / add / connect etc.) and tag the EASA account when posting, so we can boost the visibility of the network.

The same rules apply for visual material in relation to the use of the official EASA logo and the clearing of copyright permissions prior to posting.

Visual Material

When creating visual material for network communication (e.g., webinar or conference posters or slides), convenors must use the official EASA logo, and not only Network's logo. Different approved versions of the logo can be found [here](#). For the use of photographs or other authored material, it is the convenors' responsibility to check the copyright and if they have rights to use the images free of charge.

If you want to use the EASA fonts and colours when creating a visual material for your network, they are as follows:

EASA brand fonts:

Nunito sans: <https://fonts.google.com/specimen/Nunito+Sans>

Barlow Semi Condensed <https://fonts.google.com/?query=barlow+semi+condensed>

EASA brand colours:

Teal: #01929e

Lighter teal: #00a7b5

Pink (buttons or backgrounds): #ce0058

Darker pink (for text on white): #ac0049

Lighter pink for gradience: #e63d85

Dark grey: #222931

Dark text: #e63d85

Light text: #fff

Your Network Mailing List

Most networks make use of a mailing list on the EASA domain. EASA administrators usually take the role of list administrator and network convenors take the role of list moderator. This means that while you can control which non-member posts get accepted across your list, you may need to request assistance adding/removing or checking list membership from [web@easaonline\[dot\]org](mailto:web@easaonline.org). If you feel there is a strong reason for you to be given full admin rights for the list, please let us know.

Common Mailing List Issues

Rapidly repeating holiday bounce

Occasionally an incorrectly set-up out-of-office response will keep emailing the list, such that the list receives dozens in a few minutes. If that's the case, email info@nomadit.co.uk as well as [web@easaonline\[dot\]org](mailto:web@easaonline.org) marking it [URGENT] and we will turn on Emergency Moderation to break the cycle.

Server reputational issues

Occasionally certain servers (German, Google, Oxford Uni, EHESS - some common suspects) take issue with the reputation of the list server. The result can be that they bounce/filter out emails from the list. After a certain number of bounces, the list disables the recipient email address, so they are no longer sent list emails, and eventually they are removed from the list automatically. I.e. for arcane reasons people can be unsubscribed.

Consequently if you are list admin please pay attention to the Bounce notifications, as while some are spam, most are letting you know that a list member has been set to 'B' in the list. If you suspect (from the pattern of notifications emerging) that this is not the case of an individual email no longer working, but a server exclusion, then please log into the list and remove the tick under the B column for that address.

The Networks Convenors Mailing List

All network convenors are automatically subscribed to: networks-easaonline.org[\[at\]lists.easaonline\[dot\]org](mailto:lists.easaonline.org)

While we don't tend to use this list for publicising Network activity around other networks, you are welcome to use it to seek advice from other networks or to raise issues for discussion which you feel may face all/other networks.

If you have questions that are more specifically for the EASA admin, please address those to [easa\[at\]nomadit.co.uk](mailto:easa[at]nomadit.co.uk)

This list is used to:

- Share information across networks
- Raise common issues
- Exchange good practice
- Communicate with the Executive liaisons and administrators

For subscription changes, please contact: [web\[at\]easaonline\[dot\]org](mailto:web[at]easaonline[dot]org).

3. Events and Funding

EASA Biennial Conference

Networks are strongly encouraged to propose one or more panels for the EASA Biennial Conference. Panels proposed by a network will be part of the general selection process, but space permitting at least one panel per network is guaranteed to be on the programme. Network convenors will be requested to indicate the guaranteed panel (called "sponsored panel") when submitting it during the call for panels. The selection of the guaranteed panel should be based on an open and participatory process within each network, encouraging contributions from all members. Panel proposals may be developed through the network's usual procedures and in consultation with the network convenors and members. Once the guaranteed panel has been flagged for automatic selection, networks may of course sponsor other network-relevant panels selected by the Scientific Committee.

Networks may also submit joint panels with other networks; such panels tend to get special treatment during the selection process, the logic being that they can attract a larger number of members from two (or more) networks.

The EASA conference is the space where network members can meet face-to-face. Convenors are expected to organise a network meeting and discuss future plans, elect new convenors when necessary, and keep the members updated about the network's activity.

At least one network convenor is expected to attend the meeting of network convenors at the biennial conference. Attendance may be online.

Funding in Non-Conference Years

EASA offers competitive funding to support network activities during non-conference years. Networks are encouraged to co-organise joint events, and financial incentives to do so may

be granted. In past years, this has taken the form of extra funding earmarked for co-organised events.

Funding is limited and awarded through an application process. Calls and guidelines are circulated by EASA, usually in September on conference years for events taking place in the following year.

To apply for EASA funding, network convenors submit a brief application describing the activity, a budget, and details of how the funds are to be used. Networks are highly encouraged to seek other funding sources for network events.

Within one month of completion of the activity, network convenors must submit a report to the EASA Administrator accounts to the , detailing the activity and use of EASA funds. After approval by the Executive Committee, the final report will be published on the website.

Funding can be used for key expenses such as food and refreshments, or to cover accommodation and travel costs for precarious EASA members. This means that only EASA members can request the reimbursement of travel and accommodation costs; while this may sound restrictive, it can be solved by asking those you wish to fund to apply for membership. This means they will have to pay a small amount, but then gain funding for their contribution to the network event.

Each funded person must complete and sign an [EASA expenses form](#). Convenors are responsible for collecting the forms and scans or electronic copies of all the receipts, checking these expenses, collating them all and sending them to [membership\[at\]easaonline\[dot\]org](mailto:membership[at]easaonline[dot]org). In other words convenors are responsible for auditing, and EASA will reimburse participants individually after they have spent the money. We can also advance payments to support precarious scholars or to accommodate university administrators, but if participants subsequently fail to attend the event or the funds are not spent entirely, they may have to reimburse EASA.

Exceptions will be considered, as long as everything is properly accounted for. For example, EASA can pay a project coordinator or an institutional account the full amount, and that person/institution may reimburse member participants directly, as long as all the receipts and expenses are accounted for through the EASA expenses form. However, convenors are expected to argue their case for exceptions; to do so, they can send an email to the EASA network liaisons, with [membership\[at\]easaonline\[dot\]org](mailto:membership[at]easaonline[dot]org) in cc.

4. Governance and Succession

Governance

EASA is a UK-registered charity, with its own [Constitution](#).

EASA is committed to the values of equity and inclusivity. As EASA members, network convenors and members should abide by the Association's [Code of Conduct](#). Convenors are

expected to ensure that the code of conduct is known and respected during network events as well as in the daily management of network activities.

EASA has a [Strategic Plan](#) 2025-2029. It is suggested that network convenors strive to contribute to the implementation of the overall Strategic Plan by organising activities, as much as possible, in line with its directions of action.

Leadership Rotation and Succession

EASA encourages regular renewal of network leadership.

The aim is to:

- Share responsibilities
- Encourage participation
- Prevent leadership becoming concentrated in a small group
- Enable early career scholars to acquire valuable experience in academic leadership

While network rules refer to leadership renewal every two years, and convenors may have a maximum of two mandates, EASA recognises that circumstances vary and applies these rules somewhat flexibly. The point/spirit is that the workload should not fall repeatedly on the same shoulders, nor should a network be 'captured/monopolised' by the interests of one or two people.

Leading a network can be a heavy workload, so direct recruitment is probably going to be necessary! A formal election is not always necessary, as long as the process is open and transparent to all network members; many networks successfully identify new convenors through open consultation and discussion. Good practice includes:

- Issuing an open call for new convenors
- Encouraging nominations and self-nominations
- Discussing succession openly through network communication channels
- Ensuring the process is transparent and fair

If you have specific questions on this, email [easa\[at\]nomadit.co.uk](mailto:easa[at]nomadit.co.uk).

Network Sustainability and Dissolution of a Network

While some degree of fluctuation in a network's activity may be expected at times, convenors should ensure that the network remains active, and assess realistically if they can invest time in the convenor role for at least one mandate of two years. In case outgoing network convenors are unable to find successors, they should contact the network liaisons within the EASA executive committee to discuss options. EASA liaisons may suggest other scholars who might be interested in taking over the convenor role, and will oversee the appointment of new convenors. In any case, continued communication is expected from convenors in case the network faces issues of inactivity that might question its sustainability.

If network convenors fail to submit the yearly report for two consecutive years and the appointment of new convenors is unsuccessful after the involvement of the EASA executive liaisons, the EASA Executive Committee may decide to dissolve the network or autonomously launch a call to find new conveners.

5. Key Contacts and Resources

Key Contacts

Admin and technical matters

General queries- EASA administration:

easa[at]nomadit.co.uk

Finances and Membership queries:

Membership[at]easaonline[dot]org

Website, EASA social media, network editor changes:

web[at]easaonline[dot]org

Urgent mailing list problems

web.admin[at]nomadit.co.uk

Non-administrative queries about networks

Network Liaisons within EASA Exec

Current mandate:

Fabiola Mancinelli: fabiola.mancinelli[at]easaonline[dot]org

Ana Ivasiuc: ana.ivasiuc[at]easaonline[dot]org

Resources

All the resources linked in the text above, in one place:

Forms

For EASA Newsletter contributions - [Add network news](#)

To claim expenses for network events: [EASA expenses form](#)

For publishing network events and calls (without editorial access): [Add Events](#) form

To register as network editor: [Registration form for network editors](#)

Resources

Editorial login page for network editors: <https://easaonline.org/wp-admin/>

Instructions for network editors: <https://easaonline.org/about-networks/instructions-for-network-editors/>

EASA's social media: [EASA Facebook](#); [EASA LinkedIn](#); [EASA X](#); [EASA Bluesky](#); [EASA Instagram](#); [EASA YouTube](#)

Network rules

[Link to social media training for network convenors](#)

[EASA Constitution](#)

[EASA Code of Conduct](#)

[EASA Strategic Plan](#)

6. Checklist for Convenors

- ☐ Update (new) convenors contact details by emailing membership@easaonline.org.
- ☐ If needed, update network editor login access by emailing web@easaonline.org
- ☐ Submit annual report by end of November
- ☐ Keep network webpage current
- ☐ Share news with the EASA executive liaisons for the three newsletters
- ☐ Moderate and monitor the network mailing list
- ☐ Promote network events and activities
- ☐ Explore funding opportunities other than the EASA grants in non-conference years
- ☐ Participate in the convenors' mailing list and any events organised for convenors by the EASA liaisons
- ☐ Plan leadership renewal and succession openly and transparently

