

President

Pre-requisite: Must have been a student officer previously, and must be able to attend the following year's ASGSR meeting and the DC trip to attend ASGSR board meetings. Candidate should be able/willing to promptly respond to any communications with the student group throughout the year.

Time commitment: ~10-20 hours/month throughout the whole year

Description: Point of contact for the student committee, leads other student officers, is responsible for making sure tasks are completed, and assists other officers with anything that is needed. Part of these responsibilities is keeping in touch with officers and ensuring their continued participation in the group. He/She is responsible for compiling the ideas and progress of the student committee and presenting it to the ASGSR board. The president also works with the ASGSR board to make changes to proceedings or the organization to benefit students. They also should provide students with information on getting involved in space research. He/she should occasionally scour the web for upcoming opportunities, attend space conferences when possible to search for opportunities, and follow up with promising contacts.

Duties:

- Manages student budget
- Communicates with ASGSR board
- Serves as liaison between student members and the boards, and helps make sure that ASGSR is serving the interests of students well
- Has reviewed and understood the student bylaws, and makes sure student group complies with bylaws
- Writes changes to bylaws when student board votes to make changes
- Coordinates votes of the student board to approve action items, as needed
- Enforces action items as much as possible
- Coordinates student elections at ASGSR conference and makes sure the transitions between years are smooth
- Regularly search the web for opportunities of relevance, communicates upcoming opportunities to student group via slack and/or email
- Networks with space science community to find new opportunities/connections for students
- Manages miscellaneous projects

President Elect

Pre-requisite: None. Candidate should be responsive, commit to attending meetings (both student slack meetings and ASGSR conference), and be able to work closely with the president to make sure all student board duties are fulfilled. Because this officer will serve as president elect for one year, and as president the following year, candidate should be ready to commit to 2 years of service with the student group

Time commitment: ~5-10 hours/month throughout the whole year

Description: The primary role of the president elect is to assist the president with their duties and to help keep the student board on track by scheduling meetings and organizing files. Responsible for scheduling meetings and recording minutes/attendance. Following each meeting, they should disseminate minutes by either email, slack, or whichever mechanism of communication is being used and upload the minutes to some database. This database can be Slack, dropbox, google drive, or any other file sharing application. The president elect and president will co-write the annual report of student activities. In addition, the president elect is primarily responsible for absorbing duties neglected by other student officers. As part of this role, the vice president will track which student officers are having a difficult time following through on their assigned duties. They will also fill in for president at ASGSR board meetings if the president cannot attend.

Duties:

- Assists president in enforcing action items
- Prepares student annual report
- Schedules meetings
- Takes notes at meetings
- Organizes student files in the drive and on slack
- Takes on additional duties that are not being completed by the officer assigned to them
- Makes formal recommendations to president and student liaison to remove negligent officers

Merchandise Coordinator

Pre-requisite: None. Experience in design/ordering is ideal, but not required. Candidate should be able to commit to attending the next ASGSR meeting and to submitting orders in time.

Time commitment: ~5 hours in May to complete T-shirt design before conference registration opens, ~10 hours in September/October to complete merchandise orders, ~10 hours at the ASGSR conference to prepare merchandise booth, coordinate volunteers, etc.

Description: Responsible for the annual student merchandise fundraiser at the ASGSR conference and for maintaining the merchandise section of the student website.

Duties:

- Maintains a record on what merchandise was ordered, how much it costed, and how well it sold
- Ensures that T-shirts and other merchandise is designed and ordered in time for the ASGSR annual conference.
- Updates student website with current T-shirt design
- Prepares posters/labels to advertise prices for the merchandise booth
- Coordinates the merchandise booth and volunteers at the conference

Web and Social Media Coordinator

Pre-requisite: None. Experience in web design and managing social media accounts is helpful, but not required.

Time commitment: ~5 hours to update student website in November, ~4/hr a month throughout year to add blog posts, update outdated information as needed, and manage/post on social media

Description: Responsible for maintaining the student website, and coordinating with the ASGSR webmaster to keep content related to students updated. Responsible for keeping social media accounts updated with news on the student group, opportunities that students may be interested in, and other interesting posts. If desired, they can also prepare social media campaigns.

Duties:

- Adds new officer bios to the website within a month of the ASGSR conference
- Changes outdated information as needed
- Ensures that blog posts are published under “news” following any ASGSR student activity. This includes the DC trip, any education/outreach activities, or milestones in student research. Other student officers may provide the writing/images.
- Updates opportunities list on student website
- Regularly search the web for opportunities of relevance
- Updates twitter/facebook/Instagram accounts for student group
- Responds to communications via these accounts
- Stays active on student slack group and periodically share posts there

DC Trip Coordinator

Pre-requisite: Candidate must be able to attend the spring DC trip. Ideal candidate will have attended the previous years' trip as well.

Time commitment: ~10 hours/month for February, March, and April

Description: Responsible for organizing the trip to DC. The DC trip coordinator will make decisions on how many students to bring to DC, which travel expenses will and will not be reimbursed by the student account, and will determine fair metrics to decide which students to bring should there be more interest in attending the trip than there are slots available.

Duties

- Works with president to set budget for DC trip and determine how many students to take
- Fundraises additional money for the trip, as needed
- Identifies which students want to attend trip and are able to do so
- Works with ASGSR executive director to get hotel accommodations for the group
- Communicates with students attending trips on what to expect, and what action items they need to do before leaving (print business cards, bring appropriate clothing, and set meetings with representatives as directed).

Education, Outreach, and Social Chair

Pre-requisite: None. Candidate should be passionate about education and outreach, and be proactive about following through on different initiatives/projects.

Time commitment: Variable, depending on how many projects the student group takes on. Estimated ~20-30 hours throughout the year, plus ~10 hours at ASGSR conference

Description: Responsible for communicating with the ASGSR education and outreach committee. In addition, the education and outreach chair will help prepare events/activities that spread awareness/knowledge of space research, and/or encourage participation in research activities from other students (particularly for K-12). Responsible for planning student events (e.g. lunch, dinner, museums, late night drinks, etc...) during the ASGSR meeting. They will advertise events in a timely fashion to allow broad participation, and coordinate with other officers to advertise events organized by other committees.

Duties

- Attends ASGSR education/outreach committee meetings in addition to student meetings
- Works with other students to prepare resources for education/outreach
- Coordinates student volunteering in education/outreach projects; for example, by volunteering at CASIS educational events
- Leads student-driven education outreach projects
- Makes arrangements for student social events during the conference
- Encourages student attendees at ASGSR conference to join the student slack group to coordinate room sharing and socialization
- Stays active on student slack, especially leading up to the conference
- Prepares program for the student lunch, if one is held
- Updates student website with information on planned student events, and prepares a flier to advertise them
- Sends reminder emails leading up to the conference with information on student activities
- Prepares and attends social activities at the conference and ensure that they run smoothly