

ACS238 GRADUATE STUDENT COMMITTEE

A. Status:

Special Committee

B. Composition and Tenure:

The committee consists of a minimum of 19 members with two-year terms. The members are so identified:

- One Student Board Representative for ASA
- One Student Board Representative for CSSA
- One Student Board Representative for SSSA
- Five members representing ASA;
- Five members representing CSSA
- Six members representing SSSA

The committee shall also nominate one chair and one vice chair. The chair might serve as a member of the committee for a total of three years if elected as vice chair during the second year of their term. The vice chair shall be elected by the committee no later than May 1 every year and will become chair on Jan 1 of the following year. The chair serves a one-year term, and the vice chair serves at least a 7-month term (from May 1 to Dec 31). Headquarters staff, as appropriate, may serve in an ex-officio capacity as appointed by the Chief Executive Officer. Additional members may be appointed as needed.

The president of each Society appoints their representative members to the committee in years when an appointment term completes. Graduate students will be encouraged to volunteer for the committee. When possible, the committee will provide recommendations to the presidents prior to CANVAS to help identify new members. The committee chair and vice chair will contact the staff members in the fall to coordinate possible recommendations.

C. Guidelines for Participation:

The work and accomplishments of the Graduate Student Committee happen through the commitment of the committee members. To help the committee successfully reach its goals, committee members are asked to commit to the following:

- Actively participate in two thirds of the full committee conference calls (usually 6-8 per year) and of the subcommittee meetings. Absences shall be communicated to the committee or subcommittee chair prior to the meeting and justified. Members who miss more than one third of the full committee or subcommittees conference calls without justification will be removed from the committee.
- Actively participate in at least two subcommittees (i.e., organizing CANVAS Special Sessions) – including attending conference calls, helping with activities, and reporting on assigned work in a timely manner.
- Actively participate in the vice chair election process as detailed in committee guidelines and/or by committee chair. Election guidelines are as follows:
 - Chair reserves the right to make alterations to the process, as seen fit by whole committee.
 - Candidates for vice chair shall be nominated no later than April 1.
 - Candidates will be required to submit short biographies and a photo as requested by Chair.
 - Chair will designate length of voting period and the virtual platform by which committee members vote.

- The subcommittee chairs are expected to report on the group's progress during the full committee conference calls. In case of absence, they need to send an update to the committee chair ahead of the meeting or ensure that another member of the subcommittee can report for them.
- The committee chair and the three Student Board Representatives are required to serve on only one subcommittee, given their extensive involvement with other leadership commitments.
- If attending CANVAS, committee members are expected to actively participate in the scheduled full committee meeting and in activities sponsored by the committee.
- Current committee members are encouraged to mentor and engage newer committee members in projects/activities.
- Committee members serving in the second year of their term are encouraged to chair a subcommittee. Committee members may serve as subcommittee chair for two consecutive years.
- Committee members are encouraged to write at least one article per year for the committee's column in *CSA News*.

D. Function:

This committee's function shall be to:

1. Develop programs/activities that enhance graduate student development and that assist the graduate students establish their networks, career development, and friendships.
2. Consider activities and programs to promote graduate student membership, value, and involvement in the Societies.
3. Actively look for opportunities (topics, discussions, programming) that fit across all three Societies and that are Society specific.
4. Hold a meeting of the committee during CANVAS and communicate through email and video calls as necessary throughout the year.
5. Submit an annual report with recommendations.

ACS Graduate Student Subcommittees

CANVAS subcommittees:

Graduate Student Leadership Conference

- This subcommittee helps design and host the Graduate Student Leadership Conference (GSLC) each year. The GSLC will include a 4-part webinar series held in the spring (mid-February through mid-April), for which the Webinar Series Subcommittee will help coordinate topics.
- The GSLC Subcommittee is tasked with developing the schedule for the one-day conference at the Annual Meeting, including a keynote presentation, a professional development workshop, a lunch, and a networking session.
- Typical time investment includes meeting monthly in the spring and fall to plan, emailing speakers and panelists, advertising for attendance and communication with the accepted applicants, and assisting with the Leadership Conference during CANVAS. The GSLC will also help judge applications for GSLC attendance.

Anticipated hours spent on this subcommittee: 15-20 hours over the course of the year, plus assisting at CANVAS.

Networking Session

- The networking session is an event hosted every year at CANVAS to connect graduate students and mentors, generally from various fields such as industry, government and academia.
- This subcommittee designs the session workflow and how the students and mentors will interact. This format varies year-to-year based on feedback from the participants.

- Responsibilities include writing the session proposal, raising funds to support the expenses associated with inviting the speakers and supporting activities, securing funding, organizing the session (e.g., finding mentors and developing the format), advertising for graduate student participants and hosting the session at the annual meeting.
- Typical time investment usually includes meeting monthly starting in the summer to develop the format and start reaching out to mentors. Expect to spend time emailing mentors for requests to participate and then follow up emails with expected formats.

Anticipated hours spent on this subcommittee: 5-10 hours plus assisting at the GCANVAS session.

Special Sessions

- Sessions hosted by the ACS Graduate Student Committee at CANVAS vary based on year and committee interest.
- Session proposals are due at the end of February.
- Examples include “Communicating Your Science” and “Spark Creativity Through Research Videos.” Responsibilities include writing the session proposal, requesting a meeting space for the annual meeting, organizing the session (e.g., finding panelists and developing the agenda) and hosting the session at the annual meeting.
- In addition to the sessions hosted solely by the committee, the committee will try to host collaborative sessions with the Early Career Committee, the Publications Department, or other groups.

Anticipated hours spent on this subcommittee: 15-20 hours

Social Media Presence/Communications

- This subcommittee oversees the promotion of webinars, special sessions, scholarships, and other activities sponsored by the ACS Graduate Student Committee, as well as other opportunities available to graduate student members.
- The subcommittee members coordinate with the Societies’ Marketing Department to ensure that all materials are advertised through Society social media platforms, the ACS Graduate Student Twitter Account, the Societies’ Member Hub Graduate Circle, and other communication channels available to reach members. The subcommittee will send content suggestions to the Marketing Department for promotion.
- The subcommittee members will also foster discussion and graduate student engagement through targeted conversations on the Graduate Student Circle. The Circle is the ideal place to share resources, connect with other graduate students, and engage in discussions about professional development, the sciences, and issues facing graduate students.

Anticipated hours spent on this committee: 1-5 hours per month.

Non-CANVAS Subcommittees

Webinar series

- The Webinar Series subcommittee works with the Societies Membership Strategist to develop webinars targeted specifically to a graduate student audience, specifically for the educational component of the Graduate Student Leadership Conference. The webinar series should meet the Societies’ strategic goal of providing professional development and may be on scientific topics or soft/hard skills with associated workshops. The webinar series will be held in mid-Feb through mid-Apr, with potential for additional, non-GSLC webinars to be held later in the year.
- Webinar topics and speakers will be suggested by the subcommittee to the Membership Strategist, and subcommittee members will be involved as hosts or moderators, if desired. The subcommittee members will also help suggest topic ideas and questions for question-and-answer

sessions during the webinars. Subcommittee members may also be expected to attend/participate in workshops related to graduate student webinars.

- The subcommittee members will also be responsible for coordinating promotion of the webinar to other graduate students by leveraging their networks and connections, as well as coordinating with the Social Media Presence/Communications Subcommittee.

Expected hours spent on this subcommittee: 10 hours

Graduate Student Travel Grant Program

- This subcommittee is responsible for developing the Graduate Student Travel Grant Program.
- The annual commitment requires meeting to discuss donation drives, secure funds, advertising for applicants, and reviewing and selecting awardees.

Anticipated hours spent on this subcommittee: 10-15 hours

Strategic Plan

- This subcommittee is tasked with developing long-term goals and objectives to reach these goals.
- The Graduate Student Committee's strategic plan must align with those of the Societies.
- This subcommittee is also in charge of regularly reviewing the Graduate Student Committee Guidelines and proposing improvements to streamline the work of the Committee or expand it to meet strategic plans.

Anticipated hours spent on this committee: 5-8 hours

Additional opportunities

CSA News

- Every month *CSA News* magazine includes articles written by the members of the graduate student committee.
- Typically, there is a list of article topics we develop at the start of the year and members can choose to write an article on one of those topics or can come up with their own topic that interests them.
- The content calendar of articles is scheduled in December for the coming year. ACS Graduate Student Committee members are not required to write an article; however, it is a rewarding experience, and all are encouraged to participate.
- Members are allowed to co-author with fellow members as well, which typically makes the writing process easier too. Past articles can be found on the CSA News website.

Anticipated hours spent on one article: 1-4 hours.