



## Alternative Career Exploration in the Sciences

### **Officer Roles**

#### **President(s)**

The President is responsible for guiding the overall schedule for ACES each year, and works with the VP to coordinate duties of the Executive Committee. The President requests funding and approves the ACES budget expenses with help from the ACES Treasurer. The President presides over the Executive Committee and weekly planning meetings with Committee directors and facilitates ACES events. Finally, the ACES President serves as a liaison MU offices and officials. President agrees to serve as an unelected ACES Advisor following the completion of the one-year election term. Must be able to commit approximately 6 – 8 hours a week to ACES.

#### **Vice President(s)**

The Vice President assists the President in organizing and preparing for meetings and speaking events, as well as coordinating the structure and function of Committees. The Vice President reserves space for ACES events, creates agendas for meetings (to be reviewed by the President), and emails reminders to the officer team. The Vice President helps prepare and preside over weekly planning meetings. Must be able to commit approximately 4 – 6 hours a week to ACES.

#### **Treasurer(s)**

The Treasurer works with the President to annually create the budget and allocate spending for events and resources. The Treasurer regularly updates the Executive board on the budget and works with the MU Graduate School to schedule payments and assure reimbursement for expenses. The Treasurer prepares and submits an annual budget reports and post-event budget reports for planning meetings as needed. Must be able to commit approximately 2 – 3 hours a week to ACES.

#### **Historian(s)**

The Historian is primarily responsible for amassing notes and meeting minutes and helping the President and Vice President meet deadlines and objectives. Additionally, the Historian works with Executive Committee members to take attendance at ACES events via card swipe and sign in sheets, updates the listserv after events, and organizes attendance by department to inform funding requests. Must be able to commit approximately 3 – 4 hours a week to ACES.

#### **Director(s) of Speaker Selection & Programming Committee**

Director(s) of Speaker Selection (DSSP) work with President and Vice President to fill the events schedule for the year and generate ideas for speakers, workshops, and events. In this position, DSSP will recruit culturally and professionally diverse speakers and moderators for workshops. The DSSP presides over the Speaker Selection Committee and works with fellow officers to make ACES events successful. The DSSP also either attends the weekly planning meeting or submits a status report one day prior to the weekly planning meeting. Must be able to commit approximately 3 – 4 hours a week to ACES.

#### **Director(s) of Social Media & Public Relations Committee**

Director(s) of Social Media & Public Relations (DSMPR) work to create event flyers, advertise ACES events on official social media accounts (Engage, Facebook, LinkedIn, Instagram, Twitter), and create any other promotional materials as needed. The DSMPR helps with event set-up and clean-up and is an active member of the Executive Committee, proposing ideas for consideration. The DSMPR also presides over the Social Media Committee and either attends the weekly planning meeting or submits a status report one day prior to the weekly planning meeting. Must be able to commit approximately 3 – 4 hours a week to ACES.

#### **Additional Requirement of All Officers & Committee Members**

All officers, committee directors, and committee members are required to use the mobile desktop and mobile app Slack to facilitate planning, coordination, and implementation of ACES events.



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### **ACES Committee Structures & Functions**

#### **ACES Executive Committee**

Co-chaired by President & Vice President, this committee maintains ACES status as a recognized student organization with the Organization Resource Group and ensures ACES constitution complies with ORG regulations. The ACES budget is maintained by the Treasurer. The Historian generates, reviews, shares, and reminds Committee Chairs of ACES meeting minutes, expectations, and goals. Annual events, speakers, programs, initiatives, and calendar schedule overseen by Vice President who coordinates them with the ACES Committee Chairs. The chairs of the committee cultivate and maintain relations with other student organizations and graduate program and administrative offices and assembles annual reports for the ACES faculty advisor and supporting departments/offices/divisions for fund-raising purposes with the assistance of the treasurer and committee chairs. The chairs engage in annual fund-raising from supporting departments, programs, and offices. It also actively seeks new partnerships on and off campus.

#### **Social Media & Public Relations Committee**

Maintains ACES' Engage, Facebook, and LinkedIn accounts. Committee members actively follow professional development gurus on social media and share/re-post/post content onto social media platforms a minimum on once a week on a rotational basis. Committee members actively follow professional development opportunities and setup an annual calendar for posting application deadlines, *et cetera*. The committee is tasked with preparing for annual t-shirt and banner opportunities during summer and winter breaks and sharing designs with all committees to have polished designs ready for submission. This committee is responsible for creating Facebook events for all general ACES events, career, or professional development campus events and responsible for generating draft of ACES Weekly Newsletter for Exec committee review.

#### **Speaker Selection & Programming Committee**

Involved in long-term and short-term logistics of speaker selection and invitation. Responsible for ensuring diverse array of speakers & programming and collecting input from GSOs and GSAs on what grad students want in regard to career information and professional development. Included in the duties are initiating and submitting RSVP, attendance lists, expense and post event summaries to the Treasurer and Historian. Primary responsibilities involve organizing room reservations with the Vice President, communicating marketing materials with speakers, determining & arranging for needs of speakers (travel, dining, and lodging), determining & arranging food & refreshments for events. This committee coordinates advertising with Social Media & Public Relations Committee for events.