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## SPSP Student Committee Positions

### **Society-wide Governance**

In 2022, the SPSP Board of Directors approved including a student member in most of our SPSP standing committees and as a voting member of the Board of Directors. It is necessary that our student members have the ability to voice their opinions, and be engaged throughout the Society. All student committee members will be assigned an SPSP standing committee to participate on throughout their year of service. The Student Committee Past Chair will serve as a voting member of the Board of Directors. More details about the SPSP Standing Committees can be found in the [Charters](#). More details about the SPSP Board of Directors can be found [here](#).

### **Roles and Responsibilities**

SC members are volunteers -- they can choose how much time they allocate to their projects. Members are expected to commit time each month for a monthly conference call, and are expected to dedicate a lot of time to SC events during the Annual Convention. Depending on committee assignments, SC members dedicate between about 4 and 12 hours per month on average.

All members of the SC contribute to each of these responsibilities and any others that the SC undertakes, but one SC member is assigned to be primarily responsible for overseeing that the relevant tasks are executed for each program/event.

### **Position 1: Member-at-Large**

**Social Media / Communication and Outreach (year-round)** - This member will be responsible for the information that is communicated to students via social media (Twitter, Facebook). It is the most public-facing role of the SC. The editorial decisions that this member makes should be informed by discussions with the entire SC, and should both represent and shape student opinions. solicit and organize conference-relevant content (e.g., asking student members to live tweet sessions, summarizing the award-winning and running up posters, posting pictures of SC programming, etc.).

**Abstract Check-** The member at large in charge of the SC's social media account will also be responsible for organizing the abstract check services. This entails reading and editing abstracts as needed and recruiting others to help if need be. The members will advertise these services via Connect! and social media (Facebook, Twitter) during the second week of June at the latest. They will also field questions from students as they write their abstracts. In the past, this service has received between 2-10 submissions. Having the ability to rephrase text into academic/scientific language acceptable for academic conferences and the ability to work effectively with diverse students are required skills for membership in this member. This member is busiest in the summer, during the time prior to SPSP abstract submissions.

- This Member-at-Large will also serve on the Government Relations Committee: The expected time commitment is approximately 1 hour per month + attendance on a 1-hour meeting (2-3 times per year).

### **Position 2: Member-at-Large**

**Student Peer Advising Program** - This member will be responsible for organizing and making executive decisions related to the peer advising program. These decisions will be based on consultation with central office and other committee members. The member will work closely with the central office and will be in occasional contact with faculty and staff that serve other roles within SPSP. People with strong leadership and communication skills, and experience as a mentee and a mentor (e.g., to other graduate students, to undergraduates) will excel in this role.

- This Member-at-Large will also serve on the Primarily Undergraduate Institutions Committee: Expected time commitment varies by month, but is usually no more than 2-5 hours in a given month and attendance on a 1-hour monthly meeting. The workload is heaviest during recruitment windows and matching process (August-October).

### **Position 3: Member-at-Large**

**Mentoring Lunch** - This is the largest and most complex event that the SC is responsible for: a session on Friday and a session on Saturday as well as a third virtual session involving 40-50 faculty members and hundreds of students. Since 2022, this has developed into a hybrid event with both in-person and virtual sessions for a total of 3 separate sessions during the convention. These sessions offer both undergraduate and graduate students the opportunity to meet and receive mentorship from faculty, postdocs, and upper-level graduate students either on a specific professional development topic, or related to a content area or methodology. This sub-committee is responsible for 1) generating topic ideas that are of value to students (including soliciting topic ideas from the committee and students at large), 2) identifying potential mentors (who may also suggest topics), 3) posting calls for nominations and self-nominations, 4) coordinating with the central office with information so that they can contact and schedule mentors, and 5) making sure the event runs smoothly on site. Some of the skills required to successfully serve as the chair of this event are: strong professional communication skills, knowledge of current topics of interest to students, networking, organizational and planning skills. The time commitment and performance of duties for this event are less in the spring and early summer, and peak in the fall until the convention.

- This Member-at-Large will also serve on the Convention Committee: Expected time commitment is approximately 10 hours over the course of the year and attendance on a 1-hour meeting from March until September.

### **Position 4: Member-at-Large**

**Diversity, Equity, & Inclusion** - This member advocates and champions all student members. Primary responsibilities include 1) communicating diversity and inclusion-related news and information to the committee and student membership, 2) organizing content and events that seek to promote diversity and inclusion, meeting goals and priorities set by SPSP's agenda, and 3) communicating with the Diversity & Climate Committee of SPSP to find opportunities for partnering on initiatives that promote diversity and inclusion. The ultimate goal is to ensure that the student committee contributes to antiracist and DEI efforts both by supporting DEI events by other committees and by hosting its own events. Some examples of past diversity initiatives have been: Organizing learning groups focused on

understanding White privilege, White supremacy, and racism in academia; reaching out to students of color to learn more about their needs from the organization, organizing webinars on relevant issues (e.g., crafting a diversity statement, hosting a cultural sensitivity training event).

- This Member-at-Large will also serve will also serve on the Diversity & Climate Committee: Expected time commitment is approximately 5 hours over the course of the year and attendance on a 1-hour monthly meeting.

### **Position 5: Member-at-Large**

#### **Professional Development**

This member will be in charge of organizing the student committee's annual professional development submission to the SPSP conference. This work involves consulting with other committee members (and the student population of SPSP) to come up with an interesting and engaging topic, recruit speakers for the topic, and ensure that the submission is submitted before the annual deadline. This position requires a small-time commitment with most work occurring mostly in August-September.

#### **Writing Groups**

The same member at large is also the person responsible for organizing the writing groups hosted by SPSP. Each year, SPSP hosts 6-week writing groups for the spring, summer, and fall. This member is thus responsible for hosting/moderating the writing group meetings as well as hosting meet-ups at the Annual Convention.

- This Member-at-Large will also serve will also serve in the Professional Development Committee: Expected time commitment is approximately 15 hours over the summer, with duties involving primarily reviewing proposals and periodic communications supporting the development of online learning webinars as well as attendance to 1-hour meeting held at March, April and August.

### **Position 6 and 7: SPSPotlight Co-editor**

There are two SPSPotlight co-editors, who are largely independent from the rest of the SC. They interact primarily with the SPSP Central Office and are responsible for producing the SPSPotlight, the student newsletter of SPSP. Editors typically produce one article per month on topics relevant to the SPSP student community.

- The SPSPotlight co-editors can choose to participate on one of the following committees if they would like:
  - SISPP: time committee is approximately 20 hours per year + 1-hour meeting twice a month during selection process times (2 months a year)
  - Applied: time commitment is approximately 5 hours per year + 1-hour meeting (in most months)
  - International Committee: time commitment is approximately 5 hours per year + 2-hour meeting (in most months)

**Position 8, 9 and 10: Chair - This is a three-year term that serves in the following roles:**

#### **Vice Chair**

In their first year, the vice-chair functions as a member-at-large and also the incumbent Chair. They typically take responsibility for a larger project and take on more leadership as their term progresses, in preparation for serving as Chair. They also help select the incoming committee in collaboration with Central Office.

**Awards (SPA & ORA)** - the Outstanding Research Award and the Student Poster Award, are managed by the vice chair. Through awards, the SC communicates what it values in students' scientific work. The vice-chair is responsible for revising the review rubrics, coordinating the timing of portal/website updates, sending of calls for reviewers and submissions, overseeing the review process, and announcing the awards (all with significant logistical support from the central office). Members are expected to have strong communication and organizational skills. The time commitment and performance of duties in this sub-committee are in the late summer, fall, and during the convention.

- This member at large will also serve in Awards Committee: Expected time commitment is approximately 10 hours per year as well as attendance on a 1-hour meeting (in March and XXX)

#### **Chair**

In year two, the Chair of the SPSP SC is responsible for overseeing the functioning of the committee. They assign program/event chairs, organize monthly conference calls, liaise with the Central Office, keep everyone on track, and help committees when needed.

#### **Past Chair**

In year three, as past chair of the SPSP SC this role serves as an advisor to the Chair and the rest of the committee. The Past Chair may also take on a project that they continue to work on, either independently or in collaboration with the SC, throughout their term. The Past Chair is a voting member of the SPSP Board of Directors and will need to attend all board meetings.

- Member of the Board of Directors: time commitment is approximately 4 hours per month