

PRESIDENT

1) Duties:

- a) responsible for managing the student leadership committee activities
- b) direct and oversee all meetings, set agendas
- c) maintain email with secretary
- d) ensure all activities are being completed in a timely manner and members are actively involved
- e) present or introduce presenters at workshops
- f) maintain ongoing and timely communication with Management Advisors and Science Fair Director, other officers and SAB/SLC members
- g) participate on the Management Committee, report on SAB/SLC activities to the Management Committee
- h) participate at Awards Ceremony

2) Requirements:

- a) one or more years with ACTIVE experience in the SAB/SLC demonstrating leadership capabilities and organization
- b) large time commitment
- c) excellent communication skills (both orally and written)
- d) availability before, during, and after science fair week
- e) able to attend Management Committee meetings, as well as student board meetings and workshops

VICE-PRESIDENT of Student Activities

1) Duties:

- a) communicate with and assist the President in running meetings,
- b) run meetings if the President is unavailable,
- c) oversee and coordinate with the Family Science Day chairperson and committee, ensure activities have been organized in a timely manner
- d) attend Family Science Day
- e) oversee and coordinate with the Science Fair Week Support Team (Fair Week volunteers),
- f) maintain ongoing and timely communication with Management Advisors and Science Fair Director, other officers and members
- g) participate on the Management Committee and provide updates of Family Day and Fair Week Volunteers to the Management Committee
- h) participate at Awards Ceremony

2) Requirements:

- a) one or more years with ACTIVE experience in the SAB/SLC demonstrating leadership capabilities and organization,
- b) large time commitment,
- c) excellent communication skills (both orally and written),
- d) availability before, during, and after science fair week,
- e) able to attend Management Committee meetings, as well as student board meetings and Science Fair Week activities

VICE-PRESIDENT of OUTREACH

1) Duties:

- a) communicate with and assist the President in running meetings,
- b) run meetings if the President is unavailable, with other VP.
- c) oversee and coordinate with student workshop presenters, peer mentors and any other student outreach activity,
- d) attend student workshops, present at workshops
- e) participate as student liaison to Management Committee – Outreach Committee,
- f) maintain ongoing and timely communication with Management Committee SAB/SLC Advisors, other officers and members, and Management Committee Outreach Chairs
- g) share updates of student outreach activities to Management Committee
- h) participate at Awards Ceremony

2) Requirements:

- a) one or more years with ACTIVE experience in the SAB/SLC demonstrating leadership capabilities and organization,
- b) large time commitment,
- c) excellent communication skills (both orally and written),
- d) availability before, during, and after science fair week,
- e) able to attend Management Committee meetings, as well as student board meetings, workshops, science fair week

SECRETARY

1) Duties:

- a) write and post meeting minutes, send out meeting reminders
- b) maintain meetings attendance list,
- c) assist with maintaining email
- d) if unable to attend a meeting, confirm a substitute to take minutes
- e) ensure approved Facebook and Instagram postings are updated,
- f) oversee and coordinate with the Communication and Media committee for items (e.g. videos, PPTs, flyers) to be posted on website, Facebook, Instagram, in a timely manner, send info/items to Advisors and officers for approvals
- g) maintain ongoing and timely communication with the Management Committee SAB Advisors, officers, and members
- h) participate on the Management Committee meetings - MC Graphics/Production Subcommittee and/or PR/Marketing Subcommittees
- i) participate at Awards Ceremony

2) Requirements:

- a) one or more years with ACTIVE experience in the SAB/SLC demonstrating leadership capabilities and organization,
- b) large time commitment,
- c) excellent communication skills (both orally and written),
- d) availability before, during, and after science fair week,
- e) able to attend Management Committee meetings, as well as student board meetings, workshops, science fair week

TREASURER

1) Duties:

- a) set budget based on Family Day needs,
- b) maintain receipts and requisition requests in an organized manner, bring to meetings
- c) ensure expenses do not exceed the budgeted amounts,
- d) submit requisitions to the Management Committee – Treasurer and Science Fair Director for reimbursement checks,
- e) attend student meetings and Science Fair week,
- f) attend Management Committee meetings,
- g) participate at Awards Ceremony,

2) Requirements:

- a) one or more years with ACTIVE experience in the SAB/SLC demonstrating leadership capabilities and organization,
- b) large time commitment,
- c) excellent communication skills (both orally and written),
- d) excellent math skills
- e) availability before, during, and after science fair week,
- f) able to attend Management Committee meetings, as well as student board meetings and science fair week