

## ANS Student Conference 2021

### Open Board Positions

#### General Co-Chair (filled)

- Directs the entire committee and
  - Plans overall meetings
  - Check progress and set deadlines for subcommittees
  - Interacts with sponsors, the university, and ANS National
  - Completes remaining tasks
- Reviews outgoing media from subcommittees
- Primary point of contact
- Oversees
  - Non-Technical Subcommittee
  - Financial Committee
  - Communications Committee

#### Technical Co-Chair (filled)

- Works with General Co-Chair
  - Plan overall meetings
  - Check progress and set deadlines for subcommittees
  - Completes remaining tasks
- Reviews outgoing media from subcommittees
- Secondary point of contact
- Oversees
  - Technical Program Subcommittee
  - Accommodations Committee

#### Financial Subcommittee

Coordinates with the two co-chairs to set the budget for the whole committee. Also deals with registration and fundraising. This requires a high level of maturity and sense of responsibility.

#### Financial Director

Coordinates with the other members of the subcommittee and makes sure the committee does not go over budget.

#### Registration Coordinator

Handles the registration for attendees, including keeping track of dues, and the number of persons signed up for the conference.

#### Sponsorship Coordinator

Primarily responsible for talking to potential sponsors and donors. Properly communicates the different sponsorship tiers.

### Technical Committee

This committee is responsible for planning and conducting the technical sessions, workshops and coordinating with speakers.

### Technical Subcommittee Chair

- Processes and approves abstracts for posters and presentations
- Recruit and ensures that judges understand judging criteria
- Plan technical panels
- Organize the award ceremony
- Oversees:
  - Workshop Coordinator
  - Session Coordinator

### Workshop Coordinator

- Arranges technical tours (labs, nuclear facilities)
- Assists Sessions coordinator and Subcommittee Chair
- Plans technical workshops
- Communicates with conference attendees about tour status and updates

### Sessions Coordinator

- Plans the poster session
- Prepares technical sessions
- Communicates with attendees about poster and technical session status
- Assists workshop coordinator and technical subcommittee chair.

### Accommodations Subcommittee

This subcommittee is responsible for planning and coordinating all travel, catering, and hotel accommodations for conference attendees. Directly supervised by the Technical Co-Chair.

### Accommodations Subcommittee Chair

Works primarily with the catering and transportation coordinators to ensure all goals are met on time. Also works with catering coordinator and the venues themselves to develop the table floor plan for dinners.

### Catering Coordinator (Freshman and Sophomore Friendly)

Responsible for planning and organizing all catered meals for the conference. That includes contacting the catering service, reserving the venues where meals are held, and making sure the venues are staffed (if necessary).

### Transportation and Hotels Coordinator (Freshman and Sophomore Friendly)

Coordinates with ANS national to negotiate room rates and room blocks at hotels. Reserves busses for the necessary times and events.

### Communications Subcommittee

This subcommittee is primarily responsible for keeping open lines of communication with the world via website, social media, emails, etc. They build excitement and anticipation for the conference through press releases and social media updates.

### Communications Subcommittee Chair

- Prepares
  - Articles for ANS National
  - Press release

### Media Coordinator (Freshman and Sophomore Friendly)

- Designs and maintains conference website
- Constant updates through social media
- Obtains information from other committee members for website

### Program Coordinator (Freshman and Sophomore Friendly)

- Sets program for the conference
- Minimizes event overlap
- Coordinates with media coordinator and subcommittee chair

### Non-Technical Committee Chair

- Plans non-technical workshops and panels
- Oversees the activities coordinator
- Recruits student volunteers and maintains the volunteer schedule

### Activities Coordinator (Freshman and Sophomore Friendly)

- Plans the non-technical tours
- Plans social events with the help of the non-technical committee chair
- Communicates with tour facilities, attendees, and committee about status of tours.