**Colors of the Brain (CoB) Leadership Positions:**

**Program Coordinator: 2 Positions**

* Oversee the program and serve as the primary point of contact for communication with:
  + Funding directors (KIBM)
  + Partner research programs (STARTNeuro)
  + Organization email account (CoB Gmail)
* Ensure leadership responsibilities, described below, are met by assisting when needed

**Mentorship Coordinator: 3 Positions**

* Update the faculty mentor list with the help of post-graduate mentors
* Reach out to screened faculty mentors for interest in program affiliation
* Distribute the mentorship expectations and responsibilities form to faculty and obtain their written agreement
* Create post-graduate mentorship pods for scholars

**Award Coordinator: 3 Positions**

* Update application prompts
* Coordinate reading, scoring, and discussion sections
* Advertise the fellowship
  + Create promotional flyer
  + Distribute flier and information to institutional partners and contacts
* Ensure payment disbursement  to students
  + Coordinate with KIBM financial administer

**Outreach Coordinators: 3 Positions**

* Socials:
  + Organize 4-5 events for the scholars to interact with post-graduate mentors
  + Required events to plan:
    - Week 1: Orientation
    - Week 4: Social with partner research program (STARTNeuro)
    - Week 10: Program feedback session
  + Reserve event location
  + Order food and submit receipts for reimbursement
* Professional Development:
  + Organize 3-4 events for the scholars to gain skills for success in research
  + Past events:
    - How to read a research paper
    - Applying to labs in the Fall
    - Applying to research fellowships
    - Applying to research conferences
  + Reserve event location
  + Order food and submit receipts for reimbursement
  + Coordinate with partner programs for other relevant professional development workshops available during the summer
* CoB-KIBM Symposium
  + Serve as symposium  moderator
  + Compile students’ research talk slides
  + Find a faculty speaker.
* Workshops during academic year
  + Finalize event details first month of quarter: Date, time, place, and topic.
  + Identify suitable graduate students to serve as workshop leaders.
  + Create promotional flyer
  + Distribute flyer and information to institutional partners and contacts.
    - If on zoom, can advertise to HBCUs, TSIs, HSIs, using the Undergrad Contact Spreadsheet

**Logistics Coordinators: 3 Positions**

* Record meeting minutes
* Maintain CoB google drive.
  + Upload new presentations and resources to drive for future years
* Upkeep leadership position responsibilities document
  + Ensure that the document outlining leadership responsibilities is current and accurate.
  + Discuss with other leadership members to verify the information
* Upload pictures from events into google drive
  + Note: Does **not** need to take pictures, just upload existing ones
  + Ask other members to share pictures

**Social Media Coordinator: 1 Position**

* Update website
* Access the program's Twitter account and retweet any relevant content for the scholars

**Treasurer: 1 Position**

* Point of contact for KIBM administrator regarding budget
  + Coordinate CoB-KIBM award payment dates and confirm scholars receive payment
  + Ensure reimbursements are processed through KIBM for any purchases made with KIBM funds
* Maintain budget from other sources (e.g. HHMI funds, NGP) for event and apparel purchases

**Advisory Board: Indefinite**

* Advise new leadership on CoB related issues/events
* Anyone with a prior leadership role can serve