

Detailed descriptions of ECSSC member responsibilities.

1. *Committee Management* - Completed by co-chairs
  - a. Meeting scheduling/leading
  - b. Evaluation of programming
  - c. Research Seminar Program evaluation report
  - d. Managing workflow for Research Seminar and General Duties
2. *Workflow Responsibilities for Research Seminar* - Committee Members

Each committee member will perform each of these functions on a 4-month rotating basis. Please feel free to contact the co-chairs as well as the any members that have previously held your role with questions. The committee member will also be tasked with either writing or revising a set of training instructions that will aid in training the next person to perform the task. Tasks and due dates can be found on Smartsheets.

- a. Smartsheets organizer/Project Manager
  - i. Set up due dates on Smartsheets
  - ii. Send out reminders for due dates
  - iii. Update co-chairs
- b. Speaker relations/ Evaluations for Science in a Snapshot
  - i. Schedule seminar speakers
  - ii. Communicate expectation to speakers
  - iii. Check-in with speakers just prior to seminar
  - iv. Attendee feedback form (revise to include program evaluation questions too)
  - v. Speaker participation feedback form
  - vi. Report of feedback to speakers
    1. Completed by members
- c. Promotion and Marketing
  - i. Fliers, abstracts, twitter, facebook, Instagram, ECS newsletter, Banner ad, Slack, outside invitations, blast email
  - ii. Blog post announcing program
  - iii. Invitations to editors and other influential scientists (identified by speaker or committee)
- d. *GSA Pre-event logistics*
  - i. *Registration, calendar invites, reminder email, session scheduling, blast email*
- e. Event logistics
  - i. Verify speakers are prepared
  - ii. Test slides
  - iii. Coordinate facilitation
  - iv. Prepare for Q&A

- v. Advise to turn cameras on
- vi. Try to get facilitator on camera
- vii. Ask attendees to complete speaker evaluation
- viii. Send speaker and attendee evaluations

3. *Slack Communication* - ECSSC communication should be conducted via slack ([ECS Slack Guidelines](#)).
4. *General Requirements* - all members of the ECSSC must maintain current GSA memberships.