Computational Methods Research Group Lead Responsibilities

This guide was written to follow an academic calendar. However, non-academic CMRG's can follow a similar schedule. The structure of a CMRG schedule is open to imagination and can be tailored to fit the needs and interests of the research group's members.

Yearly Responsibilities

August: PREP MONTH

- **Early**: Book room and time.
- **Early**: Determine number of workshops for the year.
- **Early**: Email asking for workshop presentation volunteers.
- **Early**: Communicate with professors teaching computational classes.
- **Mid**: Send promotional materials in first week of class.
- **Mid**: Create cloud storage for workshops + research.

September

- Host events and meetings.
- **Early**: Determine a list of speakers for the year.
- **Early**: Reach out to possible speakers via email.
- **Mid:** Update mailing list.
- **Mid**: Finalize research team topic.
- **Late**: Finalize all speakers for the year.

October

- Host events and meetings.
- **Early:** Finalize weekly research team meetings times.

November

- Host events and meetings.
- This is a good month to have a presentation/talk.

December

- Finish hosting events and meetings.
- **Mid/Late**: Send out mid-year evaluation.
- **Late**: Coordinate with profs teaching courses.
- **Late**: ***Confirm a new lead (if relevant)***

January: PREP MONTH

- **Early:** Finalize Spring semester workshops.
- **Early:** Finalize research team goals for the semester.
- **Mid:** Remind presenters of workshops.
- Ensure that the website is up-to-date.

February

- Host events and meetings.
- This is a good month to have a presentation/talk.

March

- Host events and meetings.
- *Spring Break and conference deadlines will mean there are very few meetings this month.*

April

- Host events and meetings.

May

- Finish hosting events and meetings.
- **Mid**: Send out end-of-year-evals.
- **Mid**: Send thank you cards to all presenters.

June

- Finalize executive board for next year.

July

- Finalize funding (if relevant).
- Update the website with information for next year.

Monthly Responsibilities

- Confirm **all** workshops (have all of the presenters agreed? Do they need assistance with materials? Do any dates need to be moved around?)
- Meet with the faculty advisor and/or executive board every month (this can be less frequent).
- Update the computational methods research group blog (and website).
- Apply for grants and conferences as relevant (keep up with this information through Twitter)
    - Consider compiling and announcing this to your research group.
- Update organizing folders for teaching and research (these need to be maintained regularly to ensure naming consistency across all folder/files). Preemptively add folders for upcoming workshops.
- Host social events (consider hosting events that are not related to drinking).

Weekly/Bi-Weekly Responsibilities

- **Weekly**: Meet with the research team (during the agreed-upon weekly meeting time)
    - You also should send post-meeting emails with reminders about tasks.
- **Weekly**: Meet with the workshop presenter that week to discuss the workshop's materials
- **Weekly**: Confirm the meeting location and room for weekly meetings .
- **Weekly**: Send email reminders about upcoming workshops.
    - You should also send email reminders the day before presentations & coding days
- **Weekly**: Ensure that all workshop materials have been uploaded.
- **Weekly**: Attend any events
- **Weekend**: Send post-meeting workshop emails with follow ups to questions and additional resources.
- **Weekend**: Determine coding days for the next week. You can send these days out on the post-meeting email. Coding days should be announced at least a day in advanced.
- **Regularly**: Check #python and #rstats on Twitter.
- **Regularly**: Check #rstats and computational channel on SJMC slack.
- **Regularly**: Respond to questions from students about computational methods.