

## **Chair-Line**

The FGSA Chair-Line is a 3 year commitment - starting with the position of Chair-Elect in the first year, transitioning to Chair in the second year, and finishing as Past-Chair in the third year. The duties involved vary each year, with a general idea outlined below.

Chair-Elect is primarily responsible for assisting in planning FGSA sessions at the APS Global Physics Summit. The Chair-Elect will form a committee to help select themes, identify speakers, assemble invitations, and otherwise facilitate the success of sponsored sessions. The Chair-Elect is the driving force behind the timely coordination of FGSA events, while simultaneously developing an understanding for the role of Chair.

Chair is responsible for calling, scheduling, and running the monthly executive committee (ExComm) meetings. This process typically involves understanding and managing the tasks of each ExComm member, and arranging the necessary updates during the calls to move these tasks towards completion.

Past-Chair is responsible for running the FGSA ExComm elections. The Past-Chair also serves as an advisor to the ExComm, and may also serve as the FGSA representative to other APS Committees.

In addition to these noted responsibilities, the Chair and Past-Chair are also expected to guide the Chair-Elect and Chair, respectively, on how to perform their duties. Chair-Line officers may also take on additional duties as they arise, such as chairing conferences (for example, the Canadian-American-Mexican Graduate Student Physics Conference).

Chair-Line time commitment: Typically 10-30 hours per month, but this may fluctuate depending on the time of year. A Chair-Line role has the potential to be time-consuming, however, it is also a very rewarding experience. The Chair-Line is a great fit for individuals who can successfully delegate tasks, organize people and information, and communicate effectively between diverse parties.

## **Secretary**

The FGSA Secretary carries a 2 year term. The Secretary maintains the records of the Forum including, but not limited to, minutes from ExComm meetings. The Secretary shall distribute the minutes to each ExComm member, and post the minutes on the FGSA webpage within eight weeks of each meeting. The Secretary shall notify the Chair of matters requiring ExComm action. The Secretary shall arrange for announcing, distributing, receiving and counting the annual election ballots from the membership, and inform the APS Executive Officer, candidates, and Forum membership of election results. The Secretary is responsible for distributing communications through the appropriate channels to FGSA membership (typically using Engage, email, etc).

Secretary time commitment: Typically 5-10 hours per month, depending on the time of year.

## **Treasurer**

The FGSA Treasurer carries a 2 year term. The Treasurer is responsible for handling all matters of finance and maintaining the budget. The Treasurer must process reimbursement requests for students who receive travel grants, as well as for invited speakers traveling to present at FGSA sponsored sessions, events and meetings.

Treasurer time commitment: Typically 5-10 hours per month, depending on the time of year.

## **Member-at-Large**

The FGSA Member-at-Large carries a 2-year term. We currently have two openings for Member-at-Large positions this year. The responsibilities for Members-at-Large are not strictly defined. Instead, individuals in this role are expected to join additional committees to assist the FGSA in all operating activities. Such committees may include: the Program Committee (plans FGSA sessions at the Global Physics Summit), Travel Award Committee (determines recipients of FGSA travel awards), and more. Members-at-Large may also choose to lead projects they find important, e.g. serving as the Newsletter editor, overhauling FGSA social media presence, or streamlining the Travel Award selection process.

Member-at-Large time commitment: Typically, Members-at-Large spend a few hours each month helping FGSA with various pursuits. The actual time commitment can be as great or as little as one desires, based on the committees they join and the projects they choose to lead.

## **International Affairs Officer**

The FGSA International Affairs Officer carries a 2-year term. The IA Officer serves as the principal point of contact between the FGSA and other similar organizations in countries outside the United States. The IA Officer shall act as an advocate and resource for international student issues within the American Physical Society, in strong coordination with the APS Chief Government Affairs Team.

International Affairs Officer time commitment: Typically, International Affairs Officers spend a few hours each month assisting with international matters within the FGSA. The actual time commitment can be as great or as little as one desires, based on the projects they choose to lead.

## **Councilor**

The FGSA Councilor carries a 3-year term. The Councilor is an active FGSA member, representing the Forum's interests to the APS Board of Directors. Since the FGSA has membership comprising >2% of the APS total membership, we have representation on the APS governing board. The Councilor's responsibilities involve attending the APS board meetings, communicating FGSA's concerns to the Board, and reporting back to the ExComm regarding important issues affecting FGSA membership.

Councilor time commitment: Typically 5-10 hours per month, depending on the time of year.