

ACS238 GRADUATE STUDENT COMMITTEEA. Status:

Special Committee

B. Composition and Tenure:

The committee consists of a minimum of 19 members with two-year terms. The members are so identified:

- One Student Board Representative for ASA
- One Student Board Representative for CSSA
- One Student Board Representative for SSSA
- Five members representing ASA;
- Five members representing CSSA
- Six members representing SSSA

The committee shall also nominate one Chair and one Vice-Chair. The Chair might serve as a member of the committee for a total of three years if elected as Vice-Chair during the second year of their term. The Vice-Chair shall be elected by the committee no later than September 1st every year and will become Chair on January 1st of the following year. The Chair serves a one-year term, and the Vice-Chair serves at least a 4-month term (from September 1st to December 31st). Headquarters staff, as appropriate, may serve in an ex-officio capacity as appointed by the Chief Executive Officer. Additional members may be appointed as needed.

The President of each Society appoints their representative members to the committee in years when an appointment term completes. Graduate students will be encouraged to volunteer for the committee. When possible, the Committee will provide recommendations to the Presidents to help identify new members. The Committee Chair and Vice-chair will contact the staff members in the fall to coordinate possible recommendations.

C. Guidelines for Participation:

The work and accomplishments of the Graduate Student Committee happen through the commitment of the committee members. To help the committee successfully reach its goals, committee members are asked to commit to the following:

- Actively participate in $\frac{2}{3}$ of the full committee conference calls (usually 6-8 per year) and of the subcommittee meetings. Absences shall be communicated to the Committee or Subcommittee Chair prior to the meeting and justified. Members who miss more than $\frac{1}{3}$ of the full committee or subcommittees conference calls without justification could be removed from the committee.
- Actively participate in at least two subcommittees (i.e., organizing Annual Meeting Special Sessions) – including attending conference calls, helping with activities, and reporting on assigned work in a timely manner.
 - The Subcommittee Chairs are expected to report on the group's progress during the full committee conference calls. In case of absence, they need to send an update to the Committee Chair ahead of the meeting or ensure that another member of the subcommittee can report for them.
 - The Committee Chair and the three Student Board Representatives are required to serve on only one subcommittee, given their extensive involvement with other leadership commitments.
- If attending the Annual Meetings, actively participate in the scheduled full committee meeting and in activities sponsored by the committee.
- Current committee members are encouraged to mentor and engage newer committee members in projects/activities.

- Committee members serving in the second year of their term are encouraged to chair a subcommittee. Committee members can serve as Subcommittee Chair for two consecutive years if they desire to do so.
- Committee members are encouraged to write at least one article for the Committee's column on CSA News.

D. Function:

This committee's function shall be to:

1. Develop programs/activities that enhance graduate student development and that assist the graduate students establish their networks, career development, and friendships.
2. Consider broad questions of activities and programs to promote graduate student membership, value, and involvement in the Societies.
3. Actively look for opportunities (topics, discussions, programming) that fit across all three Societies and that are Society specific.
4. Hold a meeting of the committee during the annual meetings and communicate through correspondence and teleconferences as necessary throughout the year.
5. Submit an annual report, with recommendations, as deemed appropriate.

ACS Graduate Student Subcommittees (as of September, 2023)

Annual Meeting subcommittees:

Graduate Student Leadership Conference

The ACS subcommittee helps design and host the Graduate Student Leadership Conference each year. This subcommittee is tasked with developing the schedule which includes events such as Leadership Training/DiSC assessment, socials, Ethical Research, Workplace Etiquette, and more. The subcommittee also assists in finding presenters or panelists for some of the events; however, some events have the same presenter each year, such as the DiSC assessment session. Typical time investment includes meeting monthly in the spring and fall to plan, emailing speakers and panelists, advertising for attendance and communication with the accepted applicants, and assisting with the Leadership Conference during the Annual Meeting.

Anticipated hours spent on this subcommittee: 15-20 hours over the course of the year, plus assisting at the Annual Meeting.

Networking Session

Event hosted every year at the Annual Meeting to connect graduate students and mentors, generally from various fields such as industry, government and academia. The subcommittee designs the session workflow and how the students and mentors will interact. This format has varied from year-to-year based on feedback from the participants.

Responsibilities include writing the session proposal, raising funds to support the expenses associated with inviting the speakers and supporting activities, securing funding, organizing the session (e.g., finding mentors and developing the format), advertising for graduate student participants and hosting the session at the annual meeting.

Typical time investment usually includes meeting monthly starting in the summer to develop the format and start reaching out to mentors. Expect to spend time emailing mentors for requests to participate and then follow up emails with expected formats.

Anticipated hours spent on this subcommittee: 5-10 hours

Special Sessions

Sessions hosted by the ACS Graduate Student Committee at the Annual Meeting, vary based on year and committee interest. Session proposals are due at the end of February.

Examples include Communicating Your Science Session and Spark Creativity Through Research Videos. Responsibilities include writing the session proposal, requesting a meeting space for the annual meeting, organizing the session (e.g., finding panelists and developing the agenda) and hosting the session at the annual meeting.

In addition to the sessions hosted solely by the committee, we will try to host collaborative ones together with the Early Career Committee, the Publication Department or others.

Anticipated hours spent on this subcommittee: 15-20 hours

Social Media Presence/Communications

This subcommittee oversees the promotion of webinars, special sessions, scholarships, and other activities sponsored by the ACS Graduate Student Committee, as well as other opportunities available to graduate student members. The subcommittee members coordinate with the Tri-Societies' Marketing Department to ensure that all materials are advertised through our social media platforms (e.g., Twitter, Facebook, and LinkedIn), the Societies' Discussion Boards, and other communication channels available to reach members (i.e., Societies' member listservs). The subcommittee members will develop graphics, videos, and other digital materials. The subcommittee members will also collaborate with the Tri-Societies' Marketing Department to create a marketing plan and develop an effective branding of the Committee's activities. Anticipated hours spent on this committee: 1-5 hours

Non-annual Meeting subcommittees

Webinar series

The subcommittee designs and hosts the webinar series that typically run on a semester basis. Past series include, Communicating Your Science 101, Level Up Your Career: From Grad Student to Employment, Navigating the Grad School Adventure, and Data Visualization. The overall topic and individual webinars are developed by members of the committee. Typically, members of the subcommittee will volunteer to host one to two webinar series. Working alongside another subcommittee member, the two webinar moderators will coordinate responsibilities including: audience welcome message, agenda outline, discuss relevant session protocol, speaker introductions, administrate Q&A sessions, manage unexpected system glitches, and close out webinars. Webinar hosts will also be responsible for finding the webinar speaker, developing an agenda and description for the webinar, and advertising for attendance and communication. They will also be responsible for doing a "tech check" the week before the webinar. Joining this subcommittee and helping on planning and execution of a webinar will provide students with opportunities to manage a slew of tasks and operations that require strategic thinking, planning, and preparation. For more information and recordings on past webinars

<https://www.agronomy.org/gradstudents/webinars/>

Expected hours spent on this subcommittee: 10-15 hours

Graduate Student Travel Grant Program

This subcommittee is responsible for developing the Graduate Student Travel Grant Program, and the annual commitment requires meeting to discuss donation drives, secure funds, advertising for applicants, and reviewing and selecting awardees.

Anticipated hours spent on this subcommittee: 10-15 hours

Strategic Plan

This subcommittee is tasked with developing long-term goals and objectives to reach these goals. We aim to align our strategic goals with those of the Tri-societies. This subcommittee is also in charge of regularly reviewing the Committee Guidelines and propose improvements to streamline the work of the Committee.

Anticipated hours spent on this committee: 5-8 hours

Additional opportunities

CSA Newsletter

Every month the CSA news magazine includes articles written by the members of the graduate student committee. Typically there is a list of article topics we develop at the start of the year and members can choose to write an article on one of those topics, or can come up with their own topic that interests them. We schedule the year's outline of articles in December for the coming year. ACS Graduate Student Committee members are not required to write an article, however it is a rewarding experience and encouraged. Members are allowed to co-author with fellow members as well, which typically makes the writing process easier too. Past articles can be found on the [CSA News website](#).

Anticipated hours spent on one article: 1-4 hours