

Geological Society of America – Rocky Mountain Section

Officer Position Descriptions

Abbreviations: RM-Rocky Mountain, GSAF-GSA Foundation, SAG-Student Advisory Group

Secretary:

1. Administer section financial account
 - a. Receive quarterly financial reports from GSA-HQ accountant
 - b. Make requests to GSA-HQ accountant for withdrawals:
 - i. GSA annual meeting student travel grants
 - ii. GSA section meeting student travel grants
 - iii. RM section undergrad research grants
 - iv. Travel assistance for section board members or future section meeting organizing committee members to annual or section meetings where section business is conducted
 - v. Donations to GSAF fundraising efforts (e.g., On To the Future)
 - vi. Monetary awards to outstanding student posters/oral presentations at section meeting
 - vii. Deposit to GSAF RM endowment, matched by GSAF annually for up to \$5000
 - viii. Travel assistance to future section organizing committee members who attend a training workshop at GSA-HQ in Boulder. HQ pays for one attendee but a second must be covered by section funds.
 - ix. Travel assistance, if needed, to student section rep on SAG to GSA annual meeting, where a SAG meeting takes place.
 - c. Make requests to GSA-HQ accountant for deposits:
 - i. Transfers from GSAF for matching travel grants (1 to 2 transfers per year, up to \$4500)
 - ii. Transfers of annual disbursement from GSAF, typically used for RM undergrad research grants
 - iii. All other deposits for membership dues, section meeting surplus, interest/dividend on section account, are made by GSA-HQ automatically
2. Monitor RM section endowment, managed by GSAF
 - a. Receive annual financial reports from GSAF accountant
 - b. Request deposits to endowment and transfers from annual disbursement (see above)
3. Prepare annual budget, for review and approval by section management board
4. Prepare annual business meeting agenda, in consultation with board chair
5. Make sure the section meeting organizing committee is scheduled and includes a room and refreshments (if requested) for the management board business meeting at the section meeting
6. Attend business meetings:
 - a. **Fall** GSA Council meetings at GSA annual meeting. There are two meetings, usually on Saturday and Wednesday mornings (4 hours each; 8 am to Noon)

- b. **Fall** section secretaries meeting. Typically a luncheon sometime during the GSA annual meeting. Chaired by Council liaison to sections.
 - c. **Fall** future section meeting organizer workshop. Typically sometime during the GSA annual meeting. Run by GSA-HQ.
 - d. **Fall** section management board meeting. Typically sometime during GSA annual meeting. This meeting is informal.
 - e. **Spring** GSA Council meeting in Boulder (typically all day Saturday, half day Sunday)
 - f. **Spring** section secretaries meeting (half day on Friday before the Spring Council meeting). Chaired by Council liaison to sections.
 - g. **Spring** section management board business meeting. Sometime during RM section meeting.
7. Act as liaison between RM section and GSA-HQ. Among other things, this means that typically any requests from GSA-HQ, for identification and submittal of nominees for section representatives on GSA committees or Council for example, are passed through the secretary.
 8. Since secretary has longest term (4 years), act as connection between outgoing and incoming management board members if necessary
 9. Ensure that board as a whole continues to recruit host locations and organizing committees for future section meetings (should be identified and committed at least 3 years out)

Chair:

1. The Chair will convene biannual or quarterly teleconferences among the executive committee and will lead the business meeting at the annual section meeting. The Chair is also the point of contact for section meeting committees or any other committee throughout the one-year term. The Chair serves as part of the nominating committee and may lead as appropriate.
2. *Determine total amount to be awarded and determine recipients of student travel grants for GSA annual meeting and section meeting.

Chair-Elect:

1. The Chair-Elect serves as part of the review committee for the undergraduate research grant program along with the Vice-Chair and the Secretary, as well as serving as part of the Nominating Committee.
2. * Guides the RM board selection of a student section representative to sit on the GSA student advisory council (SAC). Student needs to be identified by mid-summer and attends a SAC meeting at the GSA annual meeting.

Vice-Chair:

The Vice-Chair is responsible for organizing the undergraduate research grant program for the Rocky Mountain Section. The Vice-Chair will make certain that the call for applications is issued in December and posted on GSA's website. Once the application

deadline is past, the Vice-Chair will gather all of the applications and then review all of the applications with the Chair-Elect and the Past-Chair to decide on those students who will receive funding.

Past-Chair:

1. The Past-Chair serves as part of the executive committee in order to maintain a degree of corporate memory and ensure smooth transitions with new in-coming Chair-Elects. The Past-Chair serves as part of the review committee for the undergraduate research grant program.
2. *Guides the RM board selection of a student section representative for the Geosciences Congressional Visits Day (GEO-CVD). Student(s) needs to be identified by mid-summer at the section meeting and all possible candidates are encouraged to apply at <http://www.geosociety.org/gsa/about/sections/GSA/Sections/rm/grants.aspx>. Webpage should be updated with proper contact name and deadline (usually August).

Member-at-Large:

The Member-at-Large, selected by the executive committee, has the ability to vote with the rest of the executive committee and serves as another point of contact for the executive committee. The Member-at-Large assists with section meeting logistics as needed and student presentation judging.

Nominating Committee:

The nominating committee for incoming officers consists of the Chair, Vice-Chair and Chair-Elect.

*This position duty was changed from secretary to a more appropriate person as there are too many secretarial duties. Everyone got a little something from the list. SAM 5/30/2017

In 2016 there was a committee to review the student travel grants headed by the past chair. This practice has phased out in large part because it took more time to assemble the committee and tell them what to do than to award the travel money, so generally the chair and the secretary work on the travel grants. SAM 10/1/2018