



# **GEOHERMAL RISING NEXT GEN GEO**

**ENERGIZING OUR RENEWABLE FUTURE.**

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**Position Title:** Conference/Annual Meeting Chair

**Position Term:** 1 year January-December with the option of 1 additional year reelection

**The Advisor for this position is:**

**Time Commitment:** 6 - 8 hours per month from Jan - May and August. More heavy time commitment one month prior, to and during the month of the conference. Full-time commitments at the conference held at the end of October.

## **General Student Committee Leadership Responsibilities:**

As a Student Committee Leader, the primary responsibilities include preparing the specific subcommittee's plan and budget for the term, setting yearly goals, and ensuring their successful completion by the end of the term. The subcommittee leads will develop their strategic approach Using a template of previous goals, events, and incentives. Additionally, leaders must submit quarterly progress reports to the Board of Directors, collaborate with the committee president to align goals with the broader organizational objectives, and maintain clear communication to ensure the subcommittee's contributions align with the overarching mission of Geothermal Rising.

## **Position Description:**

The Conference Chair of the GR Student Committee is almost entirely a leadership position with opportunities for growth and mentorship. This 1-year position, with the potential for re-election up to 2 years, is dedicated to creating and advocating for student resources and activities at the annual meeting. Due to the nature of the role, the Conference Chair must attend the annual meeting during their tenure, or assign a proxy for the meeting. This position requires year-round involvement with some flexibility during the summer. The Conference Chair must finalize all annual meeting budget allocations and events before the summer holiday. If the Conference Chair takes leave for holiday (internship, fieldwork), they must resume their responsibilities before the early bird deadline of the GR conference.

## **Position Responsibilities and Tasks:**

- **Budget Allocations:** Communicate budget allocations to be voted on by the student committee by the end of the year.
- **Travel Grant:** Communicate the travel grant timeline, budget amount, and solicitations with the help of a mentor. Update the travel grant guidelines and application process as appropriate.



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- **Fundraising at the Annual Meeting:** Brainstorm income avenues for the student committee at the annual meeting (e.g., \$25 donation with welcome gift).
- **Annual Meeting student booth:** Plan programming for the student booth at the Annual Meeting and assist in designing and procuring materials to decorate the booth or to sell at the booth as a fundraising opportunity for the student committee. Ensure booth is staffed by students throughout the duration of the conference.
- **Annual Meeting Events:** Brainstorm, plan, deliver, and execute events at the Annual Meeting focused on enriching the student experience.
  - Use the provided template from prior years' activities and continue at least one event from the list.
  - *Mandatory Events:* Organize a professional development workshop and a scavenger hunt (integrated with the conference application on mobile devices).
  - *Continued Events - Must continue at least 1 every year:* Plan and execute events such as the Student + Student Alumni Meet and Greet, Mentor-Mentee Meetup, and Trivia Night.
- **Meetings with GR Staff**
  - The chair will be responsible for ensuring that all information is properly communicated to the proper GR staff
    - Ex: 2024 conference chair (Travis) held meetings with Vicki and Breanna once a month between Feb - May and more frequently as the conference approached.
- **Meetings with GR Student Committee:** Encourage students to sign up and attend the conference and present monthly on position activity during the prior month. Be open to requesting help from other committee members, especially during the conference.

## **Advisor Role and Responsibilities:**

- **Summary:** The Industry Advisor to the Annual Conference Subcommittee is well suited for a business and networking-minded industry professional with at least several years of GR conference experience. A technical background is not required. The Advisor's main task is to help guide the vision for the student involvement with the conference and to "reality-check" what the students want to achieve. As needed, the Advisor is expected to step in and volunteer time and effort to write various documents, get quotes for



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merchandise, solicit mentors, review grant applications, and assist with the student activities at the conference.

- **General Advisor Duties**

- Attend planning meetings each month with the student volunteers and GR staff from January through Annual Conference
- Attend student committee meetings each month with the Conference Chair and other members of the student committee.
- Help develop fundraising goals and strategies
  - E.g., Write outlines for merchandise strategy, look up vendors, and provide results to the team
- The advisor draws from experience at past conferences and fundraising campaigns to help guide the team to achievable goals and results
- Assist in developing travel grant award
  - Draw from past experience applying for, developing, and awarding scholarships/awards to guide the process and requirements for the travel grant
  - Review anonymized travel grant applications and decide on award distribution with a panel of other advisors
- Guide student activities
  - This may be as simple as general brainstorming but may be as involved as planning times within the conference schedule
  - This may include soliciting other career mentors to volunteer at student events

- **Advisor Time Commitment:** 2-3 hours per week