GEOTHERMAL RISING NEXT GEN GEO

Position Title: Annual Meeting Subcommittee Lead, Geothermal Rising Student Committee
Position Term: 1 year, January-December, with the option of 1 additional year reelection
Time Commitment: 4 hours per month up until one month prior to the conference. Heavier commitment (8 hours/month) one month prior to and during the month of the conference. Full-time commitments at the conference held each fall.

The Advisor for this position is: A Geothermal Rising Professional Member or former Geothermal Rising Student Committee President/Subcommittee Lead.

General Student Committee Leadership Responsibilities:
As a leading role in the GR Student Committee, 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 for 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. As representatives of the GR Student Committee, Subcommittee Leads are expected to be professional and maintain good behavior throughout the duration of their term.

Position Description:
This position is dedicated to creating and advocating for student resources and activities at the annual meeting. They also administer the Travel Grant program and assist GR Staff in the Student Volunteer program. 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. They must finalize all annual meeting budget allocations and events before the summer break. This position may be held by up to 2 individuals.

Position Responsibilities and Tasks:

- Decide and draft a budget for Annual Meeting events and operations. Communicate budget to the President for approval.
- Manage the Travel Grant program, opening applications, promoting the program, gathering the Selection Committee, disseminating results, and updating policies as needed.

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- Help GR Staff and other students with the Student volunteer program at the annual meeting.
- Assist the Fundraising Subcommittee in merchandise sales at the annual meeting.
- Coordinate staffing and programming at the Student Committee booth at the annual meeting.
- Communicate the travel grant timeline, budget amount, and solicitations with the help of subcommittee advisor(s). Update the travel grant guidelines and application process as appropriate. Solicit selection committee members.
- Brainstorm income avenues for the student committee at the annual meeting (e.g., $25 donation with welcome gift, merchandise sales, etc.) in conjunction with the Fundraising Subcommittee.
- Plan programming for the student booth at the Annual Meeting and assist in designing and procuring materials to decorate the booth. Ensure the 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 in addition to the 2 mandatory events.
    - Mandatory Events: Organize a professional development workshop and a mentoring event.
- Meetings with GR Staff
    - The chair will be responsible for ensuring that all information is properly communicated to the proper GR staff and conference volunteers well in advance of the conference.
    - Assist GR staff in operations of the conference volunteer program.
- Encourage students to sign up and attend the conference. Be open to requesting help from other committee members, especially during the conference.
- Hold monthly subcommittee meetings with Student Committee members to facilitate the above duties.

Advisor Role and Responsibilities:

- Help guide the vision for the student involvement with the conference
- Volunteer time (as necessary) to help plan events, get quotes for merchandise, solicit mentors, review Travel Grant applications, and assist with the student activities at the conference.
- Attend planning meetings each month with the student volunteers and GR staff from January through Annual Conference

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- Attend student committee meetings each month with the Subcommittee Lead and other members of the student committee.
- Help develop fundraising goals and strategies for merchandise sales at the annual meeting
- 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 as a member of the Selection Committee

Advisor Time Commitment:

- Average of 4-5 hours a month