

# ESA Student Affairs Committee (SAC): Statement of Purpose and Volunteer Description

Updated May 2020

## Committee Mission/Objectives:

The purpose of the Student Affairs Committee (SAC) is to help identify the needs of Student members within the Society, to grow participation by students in Society programs and services (especially within ESA meetings), and to find ways to help increase overall student membership in the Society. The SAC is the voice of the ESA student member; it advises the ESA Governing Board on matters of interest to Student members via its Student Representative to the Governing Board. It submits biannual committee reports to the ESA Governing Board.

The SAC organizes a variety of student activities (see details below) during ESA's Annual Meeting, it publishes the annual Student Debates, produces a 'Know Before You Go' webinar to help students prepare for the meeting, provides oversight on student sections of the ESA website, and coordinates other special projects.

## Committee Activities – Subcommittee Work:

The Committee is extremely active and engaged through its many subcommittees. In recent years, the Committee has been involved in important projects, such as:

- **Annual Student Debates (planning subcommittee includes one chair and 3+ members):**  
The ESA Student Debates are lively, cross-examination-style debates held annually during ESA's Annual Meeting. The Debates are an important educational, as well as entertaining component of the ESA Meeting. The work of this subcommittee is the most time-consuming of the SAC subcommittees. This group develops three debate topics, organizes six school teams and three student introduction speakers. The subcommittee previews the team and introduction PowerPoints, edit the 600-word summaries, and write the introduction for publication in a peer-review ESA's journal (*Insect Science*). To accomplish the subcommittee work, it holds several email-editing sessions, ~5-8 conference calls, and publication follow-ups after the Annual Meeting. Subcommittee members should plan on attending the debates in person to help run the event at the ESA Annual Meeting.
- **Student Symposium (organizing subcommittee includes two+ co-organizers/moderators):**  
This subcommittee helps organize a Student Symposium that supports the Annual Meeting theme, and submits it for review to the ESA Annual Meeting Program Committee. The subcommittee selects and invites the students (and sometimes faculty) to give talks in this symposium. The goal of the subcommittee is to aim for acceptance as a Program Symposium, meaning the speakers represent research from all ESA sections; and their presentations fall under a common theme. If the symposium isn't accepted as a Program Symposium, then it is requested for a Section Symposium, or a Member Symposium. The work of this subcommittee is sort of moderate in time-demand – it requires sending emails, building a speaker list, and communicating with the program committee. The goal is to have strong diversity in the symposium speaker list.

- **American Entomologist page article (writing subcommittee includes two+ co-authors or editors):**  
 This subcommittee is responsible for providing content for the Student Life Section in the *American Entomologist* four times a year. The subcommittee will work together either to write a short article (max. 700 words) or seek ideas from ESA students. Currently, the subcommittee is conducting open calls each quarter to select one winner, who will write content for the Student Life page; in this case, the subcommittee will edit the article before sending to ESA. This section should focus on topics that are of interest to students.
- **American Entomologist page article (editing subcommittee includes two+ co-authors or editors):**  
 This subcommittee is responsible editing the content for the Student Life Section in the *American Entomologist* four times a year.
- **Entomology Today blog (writing committee includes five+ co-authors):**  
 The SAC committee started a series on the EntomologyToday blog entitled, "SAC Series". These are being published on a (mostly) monthly basis. SAC members will volunteer individually to write a short publication on the ESA Annual Meeting or selecting student-related topics in these publications. In past years, the students have written about ways students can maximize their time during ESA's annual meeting and about student awards. Once the topic is selected, the writer for the blog is responsible to submit their draft by email to the SAC Chair and ESA editor of the blog by the respective deadline.
- **'Know Before You Go' Webinar (planning subcommittee includes four co-authors):**  
 This subcommittee helps to develop a 45-minute webinar each year which provides helpful information on how students can best prepare for the ESA Annual Meeting. The webinar includes information on preparing for presentations, what to pack, tips for networking to make the best contacts during the meeting, and other valuable information. The students coordinate with ESA HQ on getting the webinar (and rehearsal) scheduled and promoted.
- **Student Reception:**  
 The Chair of the SAC coordinates details for the student reception held each year during ESA's Annual Meeting with ESA's Director of Meetings. S/he brings in assistance from the committee as needed.
- **Linnaean Games Subcommittee:**  
 SAC members are responsible for helping to promote the games to students and for supporting the Games Master in making sure teams have the information they need in order to participate.
- **Nominations for ESA's Student Awards - <http://entsoc.org/about/awards-honors>.**  
 All SAC members are tasked with helping to find ways to promote the student awards, to get a diverse pool of nominees. These important awards provide opportunities for students to get involved and earn recognition; and many times, nominations are low. The Committee also provides support to the ESA Student Activity Award Judging Panel as needed.

## **Committee Composition, Terms, and Member Time Commitments**

The SAC is composed of one representative from each ESA Section and Branch, who are Student members at the time of election to the Committee. Members of this committee serve two year terms. Terms are staggered so that approximately half of the committee members rotate off each year. The Committee also includes the Student Representative to the ESA Governing Board.

The Chair typically serves for one year as a general committee member, and is then elected to the Chair role. The Vice Chair typically serves for one year then steps up to be the Chair for the following year, providing continuity in the Committee's work. The Chair and Vice-chair positions are elected by current SAC Committee members.

Typically, SAC committee members spend between 2 to 3 hours a month on subcommittee work and participating in conference calls, while the Vice Chair spends up to 5-6 hours a month and the Chair up to 10 hours a month. Time spent varies as the ESA Annual Meeting date approaches. See details above and below for specific roles and responsibilities for these positions. Incoming members roll on and outgoing members roll off of the Committee during its in-person meeting at the ESA Annual Meeting each November.

The Committee typically conducts its business via email and Google Docs. It monthly holds conference call meetings. One one-hour, in-person meeting is held during the ESA Annual Meeting in November.

## **Committee Member Appointment Details**

As vacancies arise on the Committee, Student member representatives are either appointed by ESA Branch and Section leaders or the Branch or Section holds an election to fill these positions. Typically, open positions are filled in September/October each year. Interested individuals should contact their Branch and Section leaders for current information using the online ESA member directory.

## **Benefits and Positive Outcomes of Serving on the SAC Committee**

Serving on the SAC Committee provides an opportunity for Student members to help influence the direction of the Society by providing a student perspective to ESA volunteer leaders. Serving also allows SAC members to learn the inner workings of ESA governance, develop team working skills, build their CV, and network with and promote themselves to other students, ESA leaders, and the ESA membership as a whole. Committee members often go on to serve on other ESA committees and in leadership positions.

## **Specific Roles on the Committee**

### **SAC Chair:**

- Serves as student representative to the ESA Committee on Annual Meeting Program
- Assists ESA staff in the organization of the Student Reception at the ESA Annual meeting and assist in fundraising for door prizes and giveaways for the event.
- Addresses issues presented by the ESA President and other committees as requested.
- Heads SAC activities and maintains contact with committee members
- Works with ESA HQ to schedule, and heads the SAC monthly meetings and the one in-person meeting during the ESA Annual meeting

- Organizes special committees as necessary in order to accomplish annual work
- Organizes the Student Debates and updates the materials needed to promote them for the ESA website
- Works with ESA HQ to promote participation in the Debates (via eNews, emails)
- Ensures that the debate is published with ESA
- Ensures a student symposium is organized and submitted by the deadline
- Presents reports at the Annual meeting
- Responsible for taking notes (minutes) during the monthly committee meetings
- Submits written report on SAC activities status to ESA HQ for the ESA Governing Board before the summer planning meeting and before the ESA Annual meeting
- Responsible for filling vacancies in the Student Activity Award Judging Panel by July 1 of each year
- Presents student and debate awards at the Student Awards Ceremony.

### **SAC Vice Chair:**

The Vice Chair is responsible for assisting the Chair in their duties, and in learning how to perform the role of Chair for the next year. This individual also serves on at least one subcommittee.

### **All Committee Members:**

- Participate in email communications and on teleconferences as needed to accomplish work
- Attend the SAC meeting at their respective annual Branch meeting
- Present developments, concerns or other information that fellow students would like to have forwarded to the attention of the SAC Chair so they may be forwarded to ESA HQ and Society's leadership
- Encourage fellow students to join and participate in the Society
- Serve on at least one subcommittee designated by the Committee as needed

### **Branch representatives:**

Attend the Executive Committee Meeting at the ESA Branch meetings. Attend both the Business Meeting the first day of the conference, and the Final Business Meeting on the last day of the Branch meeting. At the ESA Annual Meetings, attend the Student Affairs Committee meeting (check program schedule for date/time). Through the SAC, committee members are expected to serve on at least one of the following subcommittees: The Student Debates Subcommittee, the Student Symposium Subcommittee, the 'Know-Before-You-Go' Webinar Subcommittee, or the *American Entomologist/Entomology Today* writing Subcommittee.

### **Section representatives:**

These individuals are expected to attend the ESA Section meetings at the ESA Annual Meeting, as well as the Section Business meetings. Through the SAC, you are also expected to serve on at least one of the SAC subcommittees.

### **Student Liaison to the Diversity and Inclusion Committee:**

This student attends the Diversity and Inclusion Committee's calls/meetings, is responsible for representing the SAC and student voice, and for bringing the information from these meetings back to the SAC Chair to share with the full SAC.

**Staff Liaison:**

Cindy Myers is the staff liaison, and she helps with the logistics of arranging our meeting, communication with the ESA HQ staff and leadership, sends reminders for deadlines, provides a sounding board for ideas, and much more!