Scientific Thinkers Executive Board Positions

**President** (requires training)
Will be appointed after application process and is expected to hold the position for a minimum of two semesters. The president is required to plan and coordinate Advisory Council meetings with the advisor of the program, as well as the student assistant. The President is responsible for representing Scientific Thinkers as a program, which includes, but is not limited to, overseeing advisory council meetings, facilitating and coordinating volunteer activities, and preparing for all volunteer visits. As an executive officer, they will be required to serve on one of the committees.

**Treasurer** (requires training)
Will be appointed after application process and is expected to hold position for a minimum of two semesters. The treasurer will be responsible for inventory upkeep and maintenance, as well as planning and coordinating fundraisers. As an executive officer, they will be required to serve on one of the committees.

**Secretary**
Will be appointed after application process and is expected to hold position for a minimum of two semesters. The secretary is responsible for keeping minutes at all Advisory Council meetings. The secretary is responsible for keeping attendance for all volunteer visits, trainings, and orientations. As an executive officer, they will be required to serve on one of the committees.

**Marketing and Social Media Officer**
Will be appointed after application process and is expected to hold position for a minimum of two semesters. The marketing chair will be responsible for advertisement and recruitment for the program. This includes, but is not limited to, posting on social media accounts, creating fliers for events, taking photos of events, and filming promotional videos. As an executive officer, they will be required to serve on one of the committees.

**Science Day Committee Chair**
Will be appointed after application process and is required to hold position for a minimum of one semester (Fall semester). The Science Day Committee Chair will be responsible facilitating the Science Day Committee meeting tasks. This includes, but is not limited to, taking minutes of committee meetings, recruiting for the committee, setting up carpooling, and participation in Science Day.

**Mansion Day Committee Chair**
Will be appointed after application process and is expected to hold position for a minimum of two semesters. The Mansion Day Committee Chair will be responsible for facilitating the Mansion Day Committee meeting tasks. This includes, but is not limited to, taking minutes of committee meetings, recruiting for the committee, setting up carpooling, and participation in a minimum of three Mansion Day visits.

**Lessons Committee Chair**
Will be appointed after application process and is expected to hold position for a minimum of two semesters. The Lessons Committee Chair will be responsible for facilitating the Lessons Committee meeting tasks. This includes, but is not limited to, reviewing and editing current lesson plans, using volunteer feedback to improve lessons, constructing a facilitator’s guide for the lessons, and providing ideas for general improvements.
**Requirements:**

For executive members, an individual must attend a minimum of four volunteer visits per semester, of which can include Science Day, Science Night, Mansion Day visits, and Innis Visits. Executive members are also expected to attend monthly executive and training meetings, held on the off Tuesday’s between Innis Visits. Executive members will also attend committee meetings as needed.

For committee chairs, an individual must attend at least three volunteer visits per semester, of which can include Science Day, Science Night, Mansion Day visits, and Innis Visits, to be considered an active member. Committee members are required to attend monthly committee meetings held on the off Tuesday’s between Innis Visits.