**Professional Development Area Leader**

**Membership in SAGES for Students:**

Active members participate in a minimum of two events or workshops per quarter of active membership. Members also attend bi-weekly meetings, either in person or in the case of an emergency, by phone, and attend all mandatory meetings when requested by the Area Leaders.

When representing SAGES, report attendance at a SAGES-scheduled event to the organizing Area Leader. Members are also expected to write a short autobiography for the website’s Student Profiles page, as well as create blog posts onto the SAGES website for each new event attended as a living document of their amazing work.

Students who meet these goals will have the opportunity to present their work to the Institute for STEM Education’s Board of Directors and in turn receive an award for their work and a fun end-of-year social event!

 **SAGES Secretary**

**SAGES Student Members**

**Pre K-12 Outreach Area Leader**

**Academic Support and Mentorship Area Leader**

**SAGES Treasurer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pre K-12 Outreach Area Leader | Professional Development Area Leader | Academic Support and Mentorship Area Leader | SAGES Treasurer | SAGES Secretary |
| * Coordinate volunteers for all events included in the PreK-12 Outreach Area of Interest.
* Attend relevant trainings for upcoming events.
* Introduce/schedule new PreK-12 events at bi-weekly meetings in collaboration with the Institute for STEM Education.
* Vote on proposals and update other members.
* Assist in outreach efforts and manage posts of PreK-12 Outreach events to the website and social media.
* Coordinate with the Institute for STEM Education and Faculty Advisor.
* Meet the minimum requirements for group membership (see above).
 | * **Coordinate volunteers for all events included in the Professional Development Area of Interest.**
* **Attend relevant workshops and events**
* **Introduce/schedule new workshops at bi-weekly meetings and coordinate with on-campus resources.**
* **Vote on proposals and update other members.**
* **Assist in outreach efforts and manage posts of Professional Development events to the website and social media.**
* **Coordinate with the Institute for STEM Education and Faculty Advisor.**
* **Meet the minimum requirements for group membership (see above).**
 | * **Coordinate volunteers for all events included in the Academic Support and Mentorship Area of Interest.**
* **Attend relevant workshops and events.**
* **Introduce/schedule new academic support events/workshops at bi-weekly meetings and coordinate with on-campus academic resources.**
* **Vote on proposals and update other members.**
* **Assist in outreach efforts and manage posts of Academic Support and Mentorship events to the website and social media.**
* **Coordinate with the Institute for STEM Education and Faculty Advisor.**
* **Meet the minimum requirements for group membership (see above).**
 | * **Manage group account and debit card from ASI.**
* **Approve new budget proposals and keep the entire group updated on all budget items.**
* **Provide the group with a budget summary each quarter.**
* **Vote on all proposed changes to group**
* **Assist in outreach efforts.**
* **Communicate with ASI group funding, the Institute for STEM Education and Faculty Advisor.**
* **Meet the minimum requirements for group membership (see above).**
 | * **Attend ALL meetings**
* **Record and distribute notes to ALL members and coordinate upcoming meeting agendas.**
* **Sign all amendments and group documents and vote on any proposed changes.**
* **Assist members in documenting events/workshops on the SAGES website.**
* **Communicate with the Institute for STEM Education and report meeting notes to the Faculty Advisor.**
* **Provide support at outreach events.**
* **Meet minimum requirements for group membership (see above).**
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 **Roles and Responsibilities of SAGES Officers**