

Student Affairs Committee

RESPONSIBILITIES include:

- a. Advocate for student interest in NCB-ESA and ESA affairs
- b. Ensure representative student governance in NCB-ESA
- c. Organize student sponsored events
- d. Represent student interests to NCB-ESA and ESA committees
- e. Meet annually with and have regular communication with the NCB-ESA President
- f. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

MEMBERSHIP on the SAC is limited to NCB-ESA members defined as students by ESA. Members of the SAC include a Chair, Vice-Chair, Presiding third member, and regional members. Terms are for two years.

The student member at large to the NCB-ESA Executive Committee will chair the SAC. The North Central Branch President in consultation with the Chair of the SAC appoints the Vice-Chair and Presiding third member to the Student Affairs Committee.

The North Central Branch President in consultation with the Chair of the SAC appoints members of the SAC as student representatives to the following committees.

- NCB-ESA Program committee
- NCB-ESA Linnaean Games
- NCB-ESA Local Arrangements committee
- NCB-ESA Student Awards committee
- NCB-ESA ad hoc committees as considered appropriate
- ESA Student Affairs committee (2 members)

Appointment to the ESA Student Affairs Committee is for two years. Ideally, the appointee will have had prior service on the NCB-ESA SAC.

RESPONSIBILITIES of the Committee members are:

Chair

- a. Serve as a full voting member of the NCB-ESA Executive committee
- b. Act as a liaison between NCB-ESA officers and students
- c. Maintain contact with student representatives in each department within the Branch and appoint student representatives annually
- d. Initiate interaction among NCB-ESA students
- e. Propose and finalize a yearly agenda of operations for the SAC
- f. Delegate activities to other SAC members

Vice-Chair

- a. Assist and substitute for the chair as needed
- b. Provide chair with student nominees for NCB-ESA and ESA committees (listed above)

Presiding Third Member

- a. Assist chair and vice-chair including substituting for the chair and vice-chair as needed
- b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by chair
- c. Act as secretary at committee meetings

Regional Members (appointed by the chair in consultation with the NCB President for regional representation to two year terms)

- a. Assist in student governance and setting agenda
- b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by the chair
- c. Serve as liaison between the Student Affairs Committee and other students
- d. Assist in nominating a student to replace you when your term is finished
- e. Advocate for student and NCB-ESA interests

Summary of Activities and Deadlines.

April

The chair submits a nomination list to the NCB-ESA President who then appoints student representatives to committees. The President also confers with the chair and appoints committee officers as needed. The usual progression is for the Presiding Third Member to assume the position of Vice-Chair when a vacancy arises.

December

Submit announcements of upcoming SAC activities at the next branch meeting to the NCB-ESA Secretary/ Treasurer for inclusion in the January NCB-ESA mailing.

March

Conduct an annual meeting in conjunction with the annual NCB-ESA meeting; including meeting with the NCB-ESA President-Elect. The committee Chair attends the Executive Committee meetings and presents a report of SAC activities for the previous year.