



Start A Student Chapter

ASA Executive Team

Getting Started:

We are excited that you're looking to start an ASA Student Chapter! By taking the lead, you are truly helping to build the foundation of astrobiology as a new and growing field. You'll be introducing your peers to all of the resources and opportunities that ASA has to offer while designing and producing some of your very own.

Please proceed by reviewing the board member's responsibilities descriptions and then fill out the table below. Once you have completed the form, email a copy to info@astrobiosociety.com and a member of our team will get back to you within 48 hours.

Chapter Board Members:

A minimum of three and maximum of six student board members plus a faculty advisor*

Position	Full Name	Major & Grade (Ex: Physics/Junior)	Average Hours per week
President*			
Vice President*			
Treasurer*			
Secretary			
Webmaster			
Events Chair			
Faculty Advisor			

Faculty Advisor

The faculty advisor position can be held by any individual who currently holds employment as a professor or researcher at the institution. This position is necessary to ensure that a form of institutional oversight is being carried out. Typically the faculty advisor can be as involved as they would like to be.

- Oversees the chapter operations to ensure that they are in accordance with the universities regulations.
- Provides mentorship to board members, volunteers, and chapter members.
- Communicates with the President and Vice President to relay any event recommendations or concerns regarding the chapter.
- Communicates directly with the ASA Executive Team in the case of any questions or concerns that superseded that of the chapter's typical operations.

President

The president of an ASA Student Chapter has a position of responsibility in ASA affairs. The president must be an enthusiast and an optimist on ASA matters and must be dedicated and determined to plan and carry through an ambitious program of regular activity.

- Provides leadership and direction to the chapter organization;
- Understands and adheres to the ASA Student Chapter Operating Guidelines;
- Presides at meetings of the chapter and oversees the activities of the board of directors;
- Coordinates chapter activities through the board of directors;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors;
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Represents ASA and its members in the region by planning programs and publicity campaigns that support the organization and build pride among members;
- Involves ASA constituents in the region by planning activities that appeal to related science disciplines;
- Has overall financial responsibility for the chapter;

- Approves all chapter communications;
- Maintains regular contact with the ASA Executive Team on chapter activities;
- Ensures the completion of the chapter annual report each year and submits it to ASA by the stated deadline.

Vice President

The vice president of an ASA Student Chapter plays a very important role in the life of the chapter. Typically, the vice president will succeed the current president therefore must be fully engaged in all aspects of chapter activities.

- Presides at meetings in the absence of the president;
- Plans, coordinates, and recruits committees to manage a series of meetings and programs;
- Coordinates programs with the president and the ASA Executive Team and board of directors;
- Provides data on previous chapter events to allow the event chair to benefit from past experience and suggestions for improvement;
- Provides timely and interesting advance information for newsletters, social media, and mailings;
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters;
- Ensures strong leadership succession by identifying and recruiting new chapter members;
- Provides mentorship to new chapter members

Treasurer

- Oversees chapter finances, collects dues, and receives other monies, e.g. proceeds from tickets;
- Follows best financial practices as determined by the ASA Executive Team;
- Completes and submits the annual financial report to the ASA Executive Team each year by the stated deadline;
- Assists the president and other officers in preparing program budgets and financial

controls;

- Maintains and supervises chapter bank accounts;
- Ensures that there is more than one signatory on all bank accounts;
- Files IRS Form 990 (for organizations exempt from income tax) as necessary, and appropriate state forms to comply with fundraising statutes;
- Sends copies of completed tax forms to the ASA Executive Team;
- Ensures that adequate budget and financial controls are maintained;
- Prepares and submits financial statements to the president and the ASA Executive Team and board of directors on a regular basis, i.e. all board meetings or at minimum quarterly;
- Pays all chapter bills on time.

Secretary

- Handles the correspondence of the chapter and keeps records of it;
- Maintains official records of meetings;
- Informs board members of deadlines for reports, mailings, future commitments;
- Coordinates mailing of notices/newsletters to area members;
- Maintains a roster of board members and volunteers with current address, including email, and telephone information;
- Distributes this roster to board members and the ASA Executive Team
- Informs the ASA Executive Team of plans and activities by forwarding copies of all mailings and special reports;
- Maintains complete and up-to-date copies of the chapter's bylaws and other organizational documents

Webmaster

- Finds ways to use technology to improve organization's operations (e.g., communications and outreach);
- Develops and maintains chapter social media sites;
- Uses and informs other student chapters about technological resources available
- Liaises with the events chair and chapter secretary;

Events Chair

- Collaborates with other members of the board of directors to create and execute exciting, interesting events for the chapter constituency;
- Ensures the fiscal viability of all events;
- Maintains a list of events and statistics throughout the year in the online chapter annual report form;
- Submits attendance list to the secretary for any event featuring a speaker, including university faculty, visiting experts/professors, and senior administrators;
- Works closely with chapter secretary and webmaster to promote upcoming events;
- Alerts ASA Newsletter Manager of upcoming events with details so the event may be placed on the organizations monthly newsletter;