AGS Executive Board

AGS Social Committee Events Planner ($200)—Vacant

a) Serve as second-in-command to the VP Social and report to the Vice President of Social Affairs (VP Social).
b) Serve as primary point of contact and as secondary point of contact in collaboration with VP Social.
c) Recruit and manage volunteers for Social Committee and for social events.
d) Assist VP Social in all meetings and functions of the Social Committee including recruitment and outreach.
e) Facilitate Social Committee meetings and scheduled social events in the event the VP Social is absent.
f) Plan, organize and coordinate a variety of social events for graduate students.
g) Liaise with AGS Social Committee and graduate student groups and clubs on campus to increase outreach to graduate students.
h) In collaboration with VP Social and Campus Communications Director, prepare outreach and advertisement material for AGS events through departmental contacts, social media, AGS website, and in-person interactions.
i) Ensure social events are posted appropriately according to the Constitution and By Laws.
j) Coordinate with Student Government for any and all collection of fees charged to event participants when applicable.
k) Assist in the booking of event space, submitting any and all required permits, and when applicable, managing liability forms.
l) Work with responsible parties to organize the AGS Symposium (April 2018), PhD Career Conference and workshops (2018), and other AGS event planning.
m) Identify and implement an independent project. Report to Council on updates and progress on this project.