

## **Guidelines for Nominating Graduate Students for Service as Representatives on the ASAS Southern Section Executive Committee**

**Background:** Graduate student participation at ASAS Southern Section meetings is a key ingredient to its success. Nearly 25% of annual meeting attendees are graduate students. Because two members of the ASAS National Board of Directors are graduate students and because the four ASAS sections have been encouraged to consider greater involvement by graduate students, the ASAS Southern Section Executive Committee has decided to implement the position of Graduate Student Representative. Currently, the Executive Committee is comprised of the President, President-elect, Secretary/Treasurer, Secretary/Treasurer-elect, and Past President. The position of Graduate Student Representative (*one to be elected each year*) will be a non-voting advisory member of the Executive Committee. The term of service will be two years scheduled to begin in February 2011, at the annual meeting to be held in Corpus Christi, TX.

**Duties:** Briefly, the duties associated with this position are to provide a graduate student perspective to Executive Committee deliberations throughout the term of service and assist in identifying opportunities to enhance the ASAS Southern Section annual meeting experience for graduate students and other participants. To accomplish these duties, graduate student representatives will: attend the Executive Committee meeting scheduled the Sunday evening at the beginning of each year's annual meeting, participate in any/all conference calls held by the Executive Committee during the year, respond as needed to correspondence related to Executive Committee business, and serve on ASAS Southern Section committees as assigned.

**Nomination procedures:** Please send the name of the student, name of the institution in which the student is enrolled, and the student's email address to the ASAS Southern Section President – Matt Poore ([Matt\\_Poore@ncsu.edu](mailto:Matt_Poore@ncsu.edu)) by *October 13, 2010*.

**Selection process:** Each of the graduate students nominated will be contacted by the President and asked to provide the following information by *October 25, 2010*:

**A. A letter of support from their major professor;**

**B. Answers to the following five questions:**

1. Are you a current member of ASAS? What type of educational program are you pursuing (M.S. or Ph.D.)?
2. What is the projected completion date of your current educational program and what are your plans following this phase of your education?
3. Have you attended a Southern Section-ASAS meeting previously?
4. What, in your view, are the benefits for graduate students of attending and participating in the Southern Section-ASAS annual meeting?
5. Why does the Graduate Student Representative position interest you and what qualifications do feel you have to serve in this role?

**NOTE:** Your response to these 5 questions must not exceed 1 page in length; 12 point Times New Romans font, 1-inch margins on left, right, top and bottom.

The major professor letter and answers to the five questions from all nominees will be provided to a selection committee, which will use the information to select the students to be placed on the ballot for voting by the ASAS Southern Section membership. One student will be elected each year to serve a two-year term and only two students will be placed on the ballot.