## GSA VOLUNTEER GUIDE

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Society-Wide Volunteer Positions

Membership Committee - Presidential Appointee

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 15 hours; Committee meets quarterly and at the annual scientific meeting with potential additional meetings scheduled as needed to complete specific projects.

Roles and Responsibilities:

The Responsibilities of the Membership Committee may include:

• assist the Society and its staff with membership retention, recruitment, and engagement
• oversee management of ongoing subcommittees, review panels, and task forces pertaining to membership such as Fellows, awards, mentoring, and Interest Groups

Individual responsibilities may include:

• Participate in the development and implementation of the orientation program for new members/first timers at the Annual Scientific Meeting
• Attend quarterly membership committee meetings and other meetings as necessary.

Program, Publications, and Products Committee - Presidential Appointee

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 25 hours; Committee meets quarterly and at the annual scientific meeting with potential additional meetings scheduled as needed to complete specific projects.

Roles and Responsibilities:

The responsibilities of the PPP Committee may include:

• Organize and oversee the scientific and professional program for meetings of the Society
• Assist the Society and its staff with advancing the Society’s publications program.
• Build new products and/or services to improve the value of current membership and attract new markets.
• Support the strategic plan by recommending strategies and policies to strengthen the Society’s programs, publications, and products.

Individual responsibilities may include:

• Lead or participate in the process for the Editor search, when applicable; Manage decisions for interdisciplinary symposium abstracts.
• Attend quarterly membership committee meetings and other meetings as necessary.
Program, Publications, and Products Committee - Interdisciplinary Annual Scientific Meeting Workgroup

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours over the course of the year, including abstract review and meetings to discuss sessioning and programming. Most of the work will occur in April and May.

Roles and Responsibilities:
- Assist the At-Large member in development of the Annual Scientific Meeting for the Interdisciplinary Program
- Examples of these duties may include review of abstracts and assisting in special event programming.

Program, Publications, and Products Committee - Workshop, Webinar, and Podcast Workgroup

Number of Opportunities: 3

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours, mostly by email and spread throughout the year.

Roles and Responsibilities:
- Assist PPP Committee with reviewing pre-conference workshop applications, webinar applications, and podcast applications

Humanities, Arts and Cultural Gerontology Advisory Panel Member

Number of Opportunities: 3

Term Length: 1/1/2021 - 12/31/2023

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:
- Provide specialized expertise, advice, key information, and support in the areas of humanities, arts, and cultural gerontology
- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members’ interests
Minority Issues in Gerontology Advisory Panel Member

Number of Opportunities: 3

Term Length: 1/1/2021 - 12/31/2023

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:
- Provide specialized expertise, advice, key information, and support in the area of minority issues in gerontology
- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members’ interests

Public Policy Advisory Panel Member

Number of Opportunities: 4

Term Length: 1/1/2021 - 12/31/2023

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:
- Provide specialized expertise, advice, key information, and support in the area of public policy
- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members’ interests
Section Volunteer Positions

Annual Scientific Meeting Workgroup (AGHE, BS, BSS, HS, SRPP)

Number of Opportunities: Up to 5 per section

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours over the course of the year, including abstract review and meetings to discuss sessioning and programming. Most of the work will occur in April, May, and September.

Roles and Responsibilities:
- Assist the section vice chair in development of the Annual Scientific Meeting program for the section.
- Examples of these duties may include review of abstracts, grouping abstracts together into sessions, and assisting in special event programming.

Awards Review Panel (AGHE, BS, BSS, ESPO, HS, SRPP)

Number of Opportunities: 4 per section

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours over the course of the year, including application review and meetings to discuss applicants. Most of the work will occur in March, April, July and August.

Roles and Responsibilities:
- Review nominations for awards for your primary section.
- Select recipients for awards.
- Assist with promotion of award nominations and award recipients.
- Provide feedback on the process and make recommendations for modifications.

ESPO Junior Leader (AGHE, BS, BSS, HS, SRPP)

Number of Opportunities: 1 per section

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 2 hours per most months. Additional time, up to 5 hours per month, will be required during the first quarter to coordinate the ESPO Section Symposium.

Roles and Responsibilities:
- Work with Section Leadership Group on the tasks and activities of your section.
- Help develop a designated ESPO Section Symposium from your section with support from the Year 2 Section Jr. Leader.
- Communicate with ESPO Section Leadership Group via quarterly calls to review activities and opportunities relevant to section and ESPO members.
Fellows Review Panel (AGHE, BS, BSS, HS, SRPP)

Number of Opportunities: 4 per section

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur in February and March.

Roles and Responsibilities:
• Review applications submitted to your primary section for Fellow status.
• Recommend new fellows to Membership Committee.
• Assist with promotion of Fellow nominations and new fellows.
• Provide feedback on the process and make recommendations for enhancements.

Annual Scientific Meeting Workgroup (ESPO)

Number of Opportunities: Up to 3

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours over the course of the year. Most of the work will occur in April and May.

Roles and Responsibilities:
• Work with the ESPO Vice-Chair on developing the ESPO Presidential Symposium.
• Review abstracts for the ESPO Presidential Symposium.

Communications Task Force Member (ESPO)

Number of Opportunities: 4

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
• Perform new and lapsed ESPO member outreach.
• Promote use and extend social media threads of interest to ESPO members.
Dissertation Writing Group Task Force Member (ESPO)

Number of Opportunities: 2

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
• Assist with the promotion of the DWG
• May share membership in a related task force (e.g. Communications Task Force or Webinar)

International Task Force Member (ESPO)

Number of Opportunities: 2

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
• Assist with the development of an informal chat for the Annual Scientific Meeting.
• Create and monitor content related to international members on the ESPO Connect Community.

Webinar Task Force Member (ESPO)

Number of Opportunities: 2

Term Length: 1/1/2021 - 12/31/2021

Time Commitment: Up to 10 hours per webinar. Most of the work will occur in the first and third quarters of the year.

Roles and Responsibilities:
• Help promote two ESPO webinars (Spring and Fall).
• Assist with identifying speakers.
• May share membership in a related task force (e.g. Communications Task Force or Webinar).
Communications Task Force Co-Lead – e-Comm (ESPO)

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
- Serves as Co-Lead and transitions into Lead in Year 2.
- Promotes ESPO Connect posts and social media.
- Interfaces with other ESPO Task Forces (e.g. DWG, Webinar, ITF) for content and promotion.
- Maintains regular member communications and updates (e.g. Annual Scientific Meeting, membership drives, awards).
- Continue ESPO-related GSA Connect and ESPO Connect discussions.

Communications Task Force Co-Lead – Newsletter (ESPO)

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
- Serves as Co-Lead and transitions into Lead in Year 2.
- Manages operational and logistic activities related to writing and submitting the monthly ESPO Newsletter column.
- Solicits columns from outside Newsletter contributors.

Dissertation Writing Group Task Force Co-Lead (ESPO)

Number of Opportunities: 1

Term Length: 1/1/2021 - 12/31/2022

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:
- Serves as Co-Lead and transitions into Lead in Year 2.
- Assists in the management, administration and implementation of the DWG.
- Organize introductory calls and materials for use by DWG participants.
- Maintain communications with DWG participants and administer surveys.
- Serve as liaison for technical issues or other barriers in DWG operations.
**International Task Force Co-Lead (ESPO)**

**Number of Opportunities:** 1

**Term Length:** 1/1/2021 - 12/31/2022

**Time Commitment:** Up to 2 hours per month.

**Roles and Responsibilities:**
- Serves as Co-Lead and transitions to the Lead position in year 2.
- Supports activities relevant to international members at the Annual Scientific Meeting (e.g. informal chat, ambassador or “buddy” programs).
- Identify and communicate with new international ESPO members.
- Promote International Task Force activities and interface with ESPO Communications Task Force for advertisement or content of interest to wider ESPO community.

**Webinar Task Force Co-Lead (ESPO)**

**Number of Opportunities:** 1

**Term Length:** 1/1/2021 - 12/31/2022

**Time Commitment:** Up to 20 hours per webinar, including pre-webinar planning, coordinating presenter materials and post-webinar follow up. Most of the work will occur in the first and third quarters of the year.

**Roles and Responsibilities:**
- Assist with operational and logistic activities related to running two ESPO Webinars (Spring and Fall).
- Identify and communicate with Webinar speakers.
- Maintain communications with Webinar attendees and help GSA staff with post-webinar attendee surveys.
- Promote ESPO Webinars and interface with ESPO Communications Task Force for assistance with promotion of webinar to wider ESPO community.
**Psychological Sciences Editor Search Workgroup (BSS)**

**Number of Opportunities:** Up to 7  
**Term Length:** 1/1/2021 - 12/31/2021  
**Time Commitment:** Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January – July.

**Roles and Responsibilities:**
- Assist the BSS Vice Chair and BSS Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for Psychological Sciences editorships and interview selected applicants.

**Biological Sciences Editor Search Workgroup (BS)**

**Number of Opportunities:** 3  
**Term Length:** 1/1/2021 - 12/31/2021  
**Time Commitment:** Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January – July.

**Roles and Responsibilities:**
- Assist the BS Vice Chair and BS Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for Biological Sciences editorships and interview selected applicants.

**Public Policy & Aging Report Editor Search Workgroup (SRPP)**

**Number of Opportunities:** 3  
**Term Length:** 1/1/2021 - 12/31/2021  
**Time Commitment:** Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July.

**Roles and Responsibilities:**
- Assist the section SRPP Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.