ESPO Self-Nomination Opportunities 2018

Requirements
To be eligible to serve, you must be a current ESPO member (includes any undergraduate or graduate student or transitional member), must maintain GSA membership throughout the term of the position, be committed to participate in any GSA-related activities which includes governance-related meetings and activities (in person and/or via conference calls). All opportunities listed in this document are volunteer positions and are not compensated.

Submission

All materials below must be submitted no later than April 30, 2018 for all positions. Please note that ALL parts of the submission process must be completed in order to be considered for a position:

1. Online application, including brief responses to the following questions:
   a. Current Institution and career/education status.
   b. Describe your area of interest/research within gerontology.
   c. Describe any past leadership and/or volunteer experience(s).
   d. What do you hope to contribute to ESPO as a volunteer leader?
   e. What do you hope to get out of your leadership experience?
   f. What specific ideas do you hope to bring to your preferred committee or position?

2. A current CV uploaded to the application form.

For additional information or questions, email espo@geron.org.

GSA Section Representatives
An ESPO representative serves on each of the four member sections of GSA (Behavioral and Social Sciences, Biological Science, Health Sciences, and Social Research, Policy, and Practice). The ESPO representative for each respective section serves a two-year appointment, the first year the individual serves as the ESPO junior representative. The Junior representative will serve on the ESPO nominations committee, which includes one to two conference calls and the review of all applications. In the second year of the term, the junior representative transitions to the ESPO senior representative position. The senior representative participates as a voting member in the Section Executive Committee mid-year conference call and other meetings throughout the year via conference calls (the junior representative also participates in the calls to learn the processes and issues related to the section but is not a voting member). He or she is highly encouraged to attend and participate in any GSA-related activities including governance-related meetings and activities (in person or via conference calls). Before the GSA Annual Scientific Meeting, the senior representative will work with the junior representative to explore ideas and submit an abstract for the ESPO section symposium at the next meeting. This includes identifying a topic and obtaining approval from the GSA Program Committee as well as inviting speakers and chairing the session at the GSA Annual Scientific Meeting.

All positions below have a two-year term of service: November 1, 2018-October 31, 2020. Junior representative positions are needed for the four following sections:

1. Behavioral and Social Sciences (BSS)
2. Biological Sciences (BS)
3. Health Sciences (HS)
4. Social Research, Policy, and Practice (SRPP)

All materials must be submitted no later than April 30, 2018. See Page 1 for submission instructions. For additional information or if you have any questions, email espo@geron.org.
GSA Committee Representatives

The ESPO representative to the respective committee serves a two-year appointment. During the second year he or she will also serve on the ESPO Council as the respective committee representative. The representative participates in required ESPO and committee meetings throughout the year via conference call. He or she is highly encouraged to attend and participate in any GSA-related activities, including governance-related meetings and activities (in person or via conference calls). The respective committee also must address the yearly committee charges developed by the GSA President. Additional information may be obtained at geron.org/about-us/governance/committees.

Two-year term of service: November 1, 2018-October 31, 2020. Junior representative positions are needed for the following committees:

1. **Interest Groups Committee**: The Committee on Interest Groups monitors the development and maintenance of Society’s interest groups, including:
   a. Reviewing Interest Group protocols to ensure they are consistent with the GSA goals and best practices for interest groups, then recommending necessary changes to Council for approval.
   b. Evaluating existing Interest Groups every three years to ensure they are in compliance with approved protocols and that appropriate and timely reports are received. Based on the evaluation, the Committee then approves an Interest Group for continuation or recommends it be disbanded.
   c. Exploring new opportunities to utilize interest groups more in the conduct of GSA activities and to feature interest groups at the Annual Meeting.
   d. Encouraging communication within and between interest groups to foster communication among professionals around interest group topics and to promote GSA and its activities beyond GSA’s membership.

2. **Membership Committee**: It shall be the duty of the Membership Committee to oversee the activities and policies of the Society concerning membership and to assist the Society and its staff with membership promotion and retention.

3. **Mentoring Committee**: The purpose of the Mentoring Committee is to identify, promote, and create mentoring opportunities for GSA members at all stages of their careers, particularly at the annual meetings. It was established in recognition that a strong mentoring program is central to a growing and strong member organization in the coming decades.

4. **Minority Issues in Gerontology Committee**: The Minority Issues in Gerontology Committee is charged with undertaking activities to increase the quantity and quality of gerontological research on minority aging questions, increase the number of minority researchers in gerontology, and increase the number and participation of minority members in GSA.

5. **Public Policy Committee**: The Public Policy Committee will serve in an advisory role to the Council and the Society by providing direction on policy-related matters that affect the well-being of older adults and the field of gerontological research.

6. **Publications Committee**: The Publications Committee advises Council on ways in which the Society’s objectives may be implemented through publications, and to make recommendations on publications plans and policies, including the management, acquisition, initiation, or discontinuance of publications. With the approval of Council, this committee shall also appoint editors of the journals who will serve staggered four-year terms. The Publications Committee may extend the term of an Editor if deemed appropriate or to establish better staggering of Editors. Within the stipulations of these bylaws and the
guidelines provided by the Council, and within the funds allocated to it by Council, the committee shall carry out the Society’s publications program.

7. **Research, Education, and Practice Committee**: It shall be the duty of this committee to focus on encouragement, development, and promotion of linkages between research, education, and practice within GSA and AGHE and among all classes of members. This committee will spearhead the development, dissemination, and support of knowledge about these linkages through presentations at GSA and AGHE annual meetings, endorsement of GSA and AGHE annual meeting sessions consistent with the committee’s focus, mentoring and support of relevant educational opportunities, and publication of examples of projects with these linkages.

8. **Women’s Issues In Gerontology Committee**: The Women’s Issues in Gerontology Committee is charged with bringing greater attention to the broad range of aging women’s issues within GSA and to the broader community, to increase public and private research on older women, to promote gender-specific information in key databases, to facilitate better utilization of research on older women in the development of policies and programs/services, to support the professional development of women and of scholars, educators, and policymakers advancing work on this topic, and to secure funding to implement plan of work to address these goals.

**ESPO Task Forces and ESPO Committee Chair Positions**

1. **ESPO Webinar Task Force Chair**: The ESPO Webinar Task Force chair serves a two-year term: the first year the individual serves as the junior chair and at the close of the GSA Annual Scientific Meeting the junior chair transitions to the senior chair position. The ESPO Webinar Task Force was created in 2012 to design and oversee the implementation of an ESPO professional development webinar series. These biannual webinars are expected to focus on areas of professional development that would be of interest to the broader ESPO membership (past webinars have included publishing, mentoring, and grant writing). The ESPO Webinar Task Force co-chairs are expected to work with the ESPO Executive Committee to identify topic areas and coordinate speakers for the webinar offerings. Co-chairs are also expected to help facilitate webinar dress rehearsals and live webinars, with the assistance of GSA staff.

2. **International Task Force (ITF) Chair**: The ESPO chair to the International Task Force serves a two-year term; the first year the individual serves as the junior chair and at the close of the GSA Annual Scientific Meeting the junior chair transitions to the senior chair position. The chair participates in required ESPO and task force meetings throughout the year via conference call. He or she is highly encouraged to attend and participate in any GSA-related activities, including governance-related meetings and activities (in person or via conference calls). ESPO ITF’s mission is to connect with emerging scholars and professionals studying gerontology and aging within and outside of the United States. The charges are to support international and US-based ESPO members by welcoming international members of ESPO to GSA, connecting with gerontology student groups cross-nationally, and providing networking opportunities for ESPO members with research interests in cross-national aging.

3. **Student Paper and Poster Award Committee Chair**: This committee is chaired by an appointed ESPO member. This appointee organizes a committee for one year to assist with the review of student papers/posters and identification of award winners. The duties of the Student Paper/Poster Award Committee are to organize and oversee the solicitation, organization, review of applications, and distribution of the Student Paper and five Student Poster Awards. They are also responsible for the organization, review of applications, and distribution of the Student Honored Poster awards.
Other ESPO Volunteer Opportunities

There are additional ways to become involved in ESPO that do not require a commitment for an extended period of time. No formal term requirements for the following, however the same submission guidelines apply:

1. **International Task Force**: Committee members assist with connecting and welcoming international members to ESPO, and help with activities geared towards international ESPO members, including the annual Abstract Peer Review Program for international students and emerging scholars.
2. **Newsletter Task Force**: Committee members assist with brainstorming topic ideas for the monthly ESPO News column of Gerontology News as well as writing content for this column.
3. **Student Paper and Poster Award Committee**: Committee members assist with the review of student paper/poster submissions and help to identify award winners.
4. **Webinar Task Force**: Committee members assist with brainstorming topic ideas for the webinars and identifying possible speakers.

AGHE Representative

** A call for applications for the AGHE Representative will be sent out in fall 2018; however, there is a question on the self-nomination call for volunteer leadership form to indicate your interest in the position. See submission information above.

The mission of the Academy of Gerontology in Higher Education (AGHE) is two-fold: 1) To advance gerontology and geriatrics education in academic institutions and; 2) To provide leadership and support of gerontology and geriatrics education to faculty and students at educational institutions.


**Year One - AGHE Representative Designee**
- Shadow the Student Representative in the first year of the position
- Serve on the AGHE Executive Committee as a non-voting member

**Year Two - AGHE Representative**
- Serve as a voting member of the AGHE Executive Committee
- Manage any additional responsibilities set forth by the AGHE Executive Committee
- Serve on AGHE Committees and Task Forces as requested
- Coordinate student-related activities at Annual Meetings of AGHE/GSA as required
- Collaborate with Sigma Phi Omega
- Assist with managing announcements, student updates, and news content on AGHE's social media outlets
- Review applications and materials submitted for yearly AGHE Student Awards (e.g. Student Travel Awards, Student Paper Award)

**CRITERA**

To be considered for AGHE Representative, all applicants must:
- Be enrolled in an undergraduate, masters, doctoral, or fellowship program, and retain ESPO status for the next two years
- Demonstrate a clear interest in advancing gerontology and geriatrics education
- Attend an AGHE member institution (international or non-international)
- Be willing to commit two years to the Student Representative role. The first year, the selected applicant will serve as the Student Representative Designee (November 2018 through October 2019), immediately followed by a full year as the Student Representative to the AGHE Executive Committee (November 2019 through October 2020)
- Plan to attend the GSA Annual Meeting and participate in AGHE and ESPO Executive Committee conference calls

All materials must be submitted no later than April 30, 2018. See Page 1 for submission instructions. For additional information or if you have any questions, email espo@geron.org.
ESPO Executive Committee

**A call for applications for the ESPO Executive Committee ballot positions will be sent out in fall 2018; however, there is a question on the self-nomination call for volunteer leadership form to indicate your interest in the ESPO Executive Committee positions. See submission information above.

ESPO Chair:
The Chair position entails a three-year commitment, beginning at the end of the GSA Annual Scientific Meeting in November. Over the course of this three-year appointment, the candidate shall serve as a member of the ESPO Executive Committee. He or she is highly encouraged to attend and participate in any GSA-related activities including governance-related meetings and activities (in person or via conference calls). Two nominees from the pool of interested applicants will be nominated for the ballot. The person serving in this position is elected by all ESPO members. Three-year term of service: November 1, 2019 - October 31, 2022.

Year One - ESPO Chair-Elect
- Participate in monthly ESPO Executive Committee conference calls
- Participate in conference calls for the ESPO Council (January and May)
- Chair the ESPO Nominations Committee
- Disseminate duties to all incoming ESPO representatives
- Perform the duties of the Chair in his/her absence
- Serve as the ESPO Representative to the Annual Meeting Program Committee
  - Participate in monthly Program Committee conference calls
  - Plan/coordinate all ESPO activities for the GSA Annual Scientific Meeting in conjunction with the GSA Program Committee, including:
    - Develop and chair the ESPO Presidential Symposium
    - Assist ESPO Senior Representatives in planning their respective ESPO section symposia (BS, BSS, HS, SRPP)
    - ESPO Awards
- Attend the GSA Council Meeting at the GSA Annual Scientific Meeting as a non-voting member
- Chair the ESPO Wine and Cheese Networking Event at the GSA Annual Scientific Meeting
- Oversee the ESPO handbook and collaborate with the ESPO Communications Chair to make any changes that take place during their tenure as Chair-Elect
- Perform Leadership duties otherwise not described

Year Two - ESPO Chair
- Lead monthly ESPO Executive Committee conference calls
- Serve as the ESPO representative to GSA Council as a voting member
- Ensure all student representative positions are filled and notify GSA Governance Staff of appointments
- Chair all meetings and conference calls (ESPO Council calls in January and May)
- Appoint special committees and serve as an ex-officio member of all ESPO committees
- Form task forces as needed to address short term needs of ESPO projects and/or action items
- Coordinate activities with AGHE and other national/international student and emerging scholar groups
- Chair ESPO Breakfast and Community meeting at the GSA Annual Scientific Meeting
- Perform other leadership duties as deemed necessary

Year Three - Past Chair
- Serve on the GSA Finance Committee
- Serve on the ESPO Nominations Committee
- Lend guidance and advice to Chair as needed
- Participate in monthly ESPO Executive Committee conference calls
- Perform other leadership duties as deemed necessary

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ESPO Secretary:
The Secretary serves a one-year appointment. During this time he or she shall: 1) keep minutes at all ESPO meetings; 2) be responsible for all ESPO records; 3) be responsible for regular submissions to the GSA newsletter (Gerontology News) regarding ESPO events, issues, awards, etc. in collaboration with the chair(s); 4) oversee the ESPO Newsletter Task Force; 5) file all minutes and appropriate records at central office. He or she is highly encouraged to attend and participate in any GSA-related activities including governance-related meetings and activities (in person or via conference calls).

Two nominees from the pool of interested applicants will be nominated for the ballot. The person serving in this position is elected by all ESPO members. One-year term of service: November 1, 2019-October 31, 2020.

ESPO Communications Chair:
The Communications Chair serves a two-year appointment. He or she is highly encouraged to attend and participate in any GSA-related activities including governance-related meetings and activities (in person or via conference calls). Two nominees from the pool of interested applicants will be nominated for the ballot. The person serving in this position is elected by all ESPO members. Two-year term of service: November 1, 2019-October 31, 2021.

Year One – ESPO Communications Chair

- Manage and respond to all messages in the espo@geron.org inbox
- Represent ESPO on the GSA Information Technology Committee
- Responsible for assisting the Society staff in regularly updating and maintaining the ESPO “Current Activities” information page of the GSA website and identifying text for GSA/ESPO social media outlets
- Develop annual communications calendar at the start of the term to identify key ESPO activities and timing of all communication efforts
- Work with ESPO representatives to the Membership Committee on avenues for welcoming new members and engaging current members
- Post information on GSA Connect (ESPO Community) that pertains to ESPO activities, including any ESPO related information that is sent out through the GSA emails, to further enhance engagement of ESPO members
- Utilize ESPO Council Community on GSA Connect to increase communication and collaboration across ESPO representatives; encourage quarterly updates from committees and task forces
- Organize efforts in circulating resources prior to the Annual Scientific Meeting (travel discounts, roommate match, navigating your first Annual Meeting, and any other relevant and useful resources available)
- In collaboration with ESPO Chair-Elect, revise, maintain, and distribute ESPO Handbook
- Work with ESPO Chair and other ESPO Council members to maintain an online resource library saved on GSA ESPO Connect

Year Two - Past-Chair

- Serve on the GSA Information Technology Committee
- Lend guidance and advice to the Communications Chair as needed