

CGSC Student Representatives

Statement of Purpose

I. General

Full name: Chemistry Graduate Studies Committee

Abbreviation(s): CGSC (or Chem GSC)

Description: student-led branch of the faculty CGSC

II. Objective

Improve the chemistry graduate program by completing various projects and working with the CGSC faculty reps.

III. Committee Structure:

- A. The CGSC student reps will consist of no more or less than the number of students needed to run the current working projects. Historically, this number has been 5-6 members.
- B. The student reps should ideally come from a variety of subgroups and years, but the most important qualification is dedication to the option and the well-being of its students.
- C. New student reps will be selected after completing an interest survey and based on recommendations of current student reps, the Chemistry Graduate Administrator, and the Option Representative
- D. The chair position will be held for one year at a time (June-May) with the option of continuing the position, if there are no other volunteers.
- E. Meetings for student reps and the chemistry graduate administrator are held monthly.
- F. Additional meetings with the full CGSC committee should be held at least once a year, but preferably twice or more.

IV. Members and Positions

Member	Position
Annelise Thompson	Chair CGSC Website manager
Matthew Smarte	Treasurer CGSC Summer Seminar Series organizer First-Year Seminar Nights organizer
Jeremy Tran	Programming board chair
Bryan Hunter	TA website manager
Justin Rolando	CGSC Summer Seminar Series organizer
Sara Weaver	CGSC Chemistry Careers Seminar Series organizer TA support manager

V. Summary of Projects and Responsibilities

Position or Project	Responsibilities
Chair	<ul style="list-style-type: none"> - Lead monthly meetings - Communicate with faculty and other committees as needed - Keep CGSC website organized and updated - Organize annual meetings for each year (G1, G2, etc.)
Treasurer	<ul style="list-style-type: none"> - Keep track of all expenses - Report budget monthly to student reps
Programming Board Chair	<ul style="list-style-type: none"> - Attend monthly CGSC meetings and update the committee on what the Programming Board is doing (social events, etc.) - Serve as the bridge between the CGSC and the Programming Board to ensure the two groups are working together
TA website manager	<ul style="list-style-type: none"> - Maintain TA website, especially access for TAs and students - Recruit more classes to use Sharepoint
TA support manager	<ul style="list-style-type: none"> - Help develop manuals for lab courses with the help of professors and graduate TAs - communicate students concerns to Executive Officer on course and TA issues
CGSC Chemistry Careers Seminar Series	<ul style="list-style-type: none"> - Plan, advertise, and run all seminars each year
CGSC Summer Seminar Series	<ul style="list-style-type: none"> - Plan, advertise, and run all seminars each year
First-Year Seminar Nights	<ul style="list-style-type: none"> - Give a presentation on the group selection process and tips for finding the right research group - Organize beverages, help chemistry graduate administrator schedule the dates, and solicit feedback from the first years
All members	<ul style="list-style-type: none"> - Attend as many monthly meetings as possible - Lead or assist on at least one project at all times - Update Meeting Minutes and Agenda documents for each participating project - Help with logistics of smaller events (such as lunches or seminars) as needed

VI. Communication:

- A. The email list for the student representatives and chemistry graduate administrator (chemgradadmin@caltech.edu) is chemgsc_studentreps@caltech.edu
 - 1. This list is to be used by all CGSC members for updates on events or other CGSC-related issues.
 - a) Moderator password: chemgsc
 - b) Administrator password: caltechchemgsc
 - 2. List information and subscription at:
https://utils.its.caltech.edu/mailman/listinfo/chemgsc_studentreps
- B. The email account, chemgsc@caltech.edu (password: abvPEKxAP7), may be used by student reps to advertise events to the chemistry graduate students. Email lists for specific groups of students (such as first years, etc) are available in the contacts.
- C. Student rep contacts information is available in the directory document on the Sharepoint site. New members should add themselves to the directory as soon as possible.