ACS449.12 GRADUATE SCHOOL WORKSHOP COMMITTEE

A. **Status**: Special Committee

B. **Composition and Tenure**: The committee shall consist of three members including one representative from each Society appointed by the appropriate Society president. The representatives will serve on a societal rotation basis for a three-year period, serving as the Chair of the committee in their final year of committee service. The Chair will rotate among the three Societies, starting with ASA in 2014 (the chair for 2012 will serve their original two-year term for 2012 and 2013), CSSA in 2015, and SSSA in 2016. The rotation schedule will then continue on the same pattern in future years.

The Chair serves for one year and reports directly to the Chair of the National Student Awards Committee (ACS449), who is the past Chair of the National Student Advisory Committee (ACS032). The Chair of ACS449.12 serves as a member of ACS449, the National Student Awards Committee.

The Chair may appoint moderators for the workshop in a given year who are not considered official members of the Committee.

C. **Functions**: 1. To coordinate and prepare topics for the workshop and work with the Headquarters Office in scheduling the event.
   2. To work with the Chair of ACS449 and the Headquarters Office in making arrangements for the aspects of the workshop to be conducted at the Annual Meetings.
   3. To report results of the workshop to the Chair of the National Student Advisory Committee (ACS032).
   4. To consider and take action on any special charges sent to the Committee by the ASA, CSSA, and/or SSSA Boards of Directors or Executive Committees.
   5. To make suggestions and/or recommendations to the National Student Advisory Committee regarding the Workshop.
   6. To prepare and submit an annual report to each of the Societies.

D. **Presidential Responsibilities**: 1. The President of each Society appoints new members to the committee in years when an appointment term completes (for their Society).
   2. Cooperate with the Committee in its activities, as appropriate or in response to need.
   3. Notify the Committee of deadlines for the annual report.
   4. Receive and takes action directly, or by referring to the Societies’ Executive Committees and/or Boards of Directors, as appropriate, all suggestions and/or recommendations for action from the Committee.

E. **Description of Workshop**: The purpose of the workshop is to help undergraduate students examine their own interests, learn how to explore university graduate programs and gain perspectives from current graduate students and faculty. The workshop is conducted in small group discussions covering a variety of topics. It is also preferably scheduled to precede and encourage students to interview during the Graduate School Interviews held in the Career Placement Center during the Annual Meeting.