

ESA Student Affairs Committee (SAC): Statement of Purpose and Volunteer Description

Updated January 2025

I. Committee Mission/Objectives

The purpose of the Student Affairs Committee (SAC) is to help identify the needs of student members within the Entomological Society of America (ESA), to grow participation by students in ESA programs and services (especially within ESA annual meetings), and to find ways to help increase overall student membership in the society. It comprises elected student representatives from each ESA section and branch and the ESA Governing Board Student Representative. The SAC is the voice of the ESA student members; it advises the ESA Governing Board on matters of interest to student members via its Student Representative to the Governing Board and submits biannual committee reports to the ESA Governing Board.

The SAC organizes various student activities (see details below) for ESA's Annual Meeting. For example, it produces a 'Know Before You Go' video series to help students prepare for the meeting, provides oversight on student sections of the ESA website, and other special projects.

II. Benefits and Positive Outcomes of Serving on the SAC Committee

Serving on the SAC Committee allows student members to help influence the direction of ESA by providing a student perspective to ESA volunteer leaders. Serving also allows SAC members to learn the inner workings of ESA governance, develop teamwork skills, build their CV, and network with and promote themselves to other students, ESA leaders, and the ESA membership. Committee members often go on to serve on other ESA committees and in leadership positions. Each experience depends on the committee member's interests and goals for their term.

III. Committee Composition, Terms, and Member Time Commitments

The SAC comprises one representative from each ESA Section and Branch who are student members at the time of election to the committee, as well as the Student Representative to the ESA Governing Board. Members of this committee serve two-year terms. Terms are staggered so that approximately half of the committee members rotate off each year.

The vice chair typically serves for one year as a general committee member and is then elected to the Vice Chair role. After serving for one year as Vice-Chair, the individual steps up to be the Chair for the following year, providing continuity in the Committee's work. Current SAC Committee members elect the Vice-Chair position.

Typically, SAC Committee members spend, *on average*, between 3 to 4 hours a month on subcommittee work and participating in conference calls, while the Vice-Chair spends up to 15 hours a month and the Chair up to 25 hours a month. Time spent varies as the ESA Annual Meeting date approaches. See the details above and below for specific roles and

responsibilities for these positions. Incoming members roll on, and outgoing members roll off the committee during its in-person meeting at the ESA Annual Meeting each November.

The committee typically conducts its business via email and Google Drive; monthly full committee conference call meetings are also held. A single, one-hour, in-person meeting is held during the ESA Annual Meeting.

IV. Committee Member Appointment Details

As vacancies arise on the committee, ESA Branch and Section leaders appoint student member representatives, or the Branch or Section holds an election to fill these positions. Typically, calls for nominations to fill position vacancies are announced in the summer. Interested individuals should contact their Branch and Section leaders using the online ESA member directory for current information.

V. Specific Roles on the SAC

All Committee Members (2 years in appointed role):

- Participate in email communications and monthly SAC meetings.
- Encourage fellow students to join and participate in the Society.
- Present developments, concerns, or other information that fellow students would like to have forwarded to the attention of the SAC Chair so they may be submitted to ESA HQ and Society's leadership.
- Promote student participation and activity and award nominations to students.
- Lead student based activities for their represented Branch or Section.
- Serve on at least one SAC subcommittee and lead or co-lead one subcommittee their 2nd year.

SAC Chair (1 year in appointed role):

- Serves as student representative to the ESA Annual Meeting Program Committee and attends all meetings throughout the year and at the Annual Meeting.
- Addresses issues presented by the ESA President and other committees as requested.
- Heads SAC meetings and activities and maintains contact with committee members.
- Works with ESA HQ to schedule the SAC monthly meetings and the one in-person meeting during the ESA Annual Meeting, works with ESA staff to open calls for the *American Entomologist* student column submission and promotes participation in student activities.
- Organizes temporary subcommittees as necessary to accomplish annual work.
- Ensures that a student symposium, workshop, or mini-workshop is organized and submitted to the ESA Annual Program Planning Committee by the deadlines.
- Submits two written reports on SAC activities status to ESA HQ for the ESA Governing Board before the summer planning meeting and before the ESA Annual meeting.
- Recruits volunteers to fill vacancies in ESA Award Judging Panels by June of each year.
- Organizes the election of the new Vice-Chair for the upcoming year.

SAC Vice-Chair (1 year in a voted within committee role):

In addition to the expectations for all committee members, the Vice-Chair is responsible for assisting the Chair in their duties, taking notes (minutes) during the monthly committee meetings, and in learning how to perform the role of Chair for the next year.

Branch Representatives:

Branch representatives are expected to attend their Branch's SAC Meeting and Executive Committee Meeting at the ESA Branch meetings. Attend both the Business Meeting the first day of the conference, and the Final Business Meeting on the last day of the Branch meeting. Create at least 1 student focused programming for their branch meeting (e.g. Symposia, Workshop, Mixer, Student Activities). At the ESA Annual Meetings, attend the ESA SAC meeting (check program schedule for date/time). Branch representatives may also have additional expectations from their Branch's Executive Committee and are encouraged to reach out to their Branch President and refer to their Branch's Constitution and Bylaws.

Section Representatives:

These individuals are expected to attend the ESA Section business meetings at the ESA Annual Meeting. Section representatives may also have additional expectations from their Section Governing Council and are encouraged to reach out to their Section President and refer to their Section's Policies and Procedures. Additional expectations from individual sections are outlined below, though please note that it may be subject to change:

- **SysEB:** You will be expected to write the student section on the SysEB newsletter.
- **P-IE:** You will be included in the P-IE newsletter. Moreover you are expected to attend P-IE GC meetings and maintain contact with the P-IE president.
- **MUVE:** You will be expected to write the student section (currently Clary Fly) for the MUVE newsletter article bimonthly. You will serve as the outreach point for the student membership at MUVE. Moreover, you are expected to attend MUVE quarterly meetings and provide updates and reports between SAC and MUVE.
- **PBT:** You are expected to promote student engagement within your section. For example: you will be encouraged to ask students to moderate section seminars, to motivate students into attending presentations within their section.

Governing Board Student Representative Liaison (2 years in elected role):

This individual is to communicate the SAC motions and reports to the governing board. They may aid the committee with any projects that are not in conflict with the governing board operations. This individual is not eligible for vice-chair during their term as a liaison to the committee.

SAC Liaisons to Other ESA Committees:

SAC is required to have liaisons to a few other ESA Committees. A SAC member is elected and tasked with representing SAC and the student voice, attending their respective ESA Committee's meetings, as well as for sharing information from other ESA Committee meetings with the SAC Chair and/or full SAC as needed. SAC members may continue serving as liaisons to ESA Committees if the second year of their term exceeds that of their term on the SAC, but are responsible for contacting the SAC Chair for any necessary matters related to the ESA Committee and SAC. **Please note that SAC Liaison positions do not fulfill the requirement of SAC members to serve on an SAC Subcommittee.**

ESA Committees and term durations for which SAC members serve as liaisons include:

- Committee on Canvassing for Awards and Honors (2-year term)
- Leadership Development Committee (2-year term)
- Diversity and Inclusion Committee (1-year term)
- Entomology Games Committee (1-year term)

ESA Award Judging Panel Representatives:

Each year, one or more SAC members may be prompted or may appoint student members to serve on the judging panel for ESA awards. Volunteers typically serve 1-2 years on the judging panel for which they agree, regardless of their status as SAC members during their second year. However, students serving as a judge may not apply for the ESA Award for which they are serving. The ESA Staff Liaison will announce position openings as they become available, and the positions must be filled by June. **Please note that serving as a judge does not fulfill the requirement of SAC members to serve on an SAC Subcommittee.**

ESA judging panels and term durations for which SAC members serve as judges include:

- ESA Student Activity Award (2-year term)
- ESA Early Career Professional Award (1-year term)

ESA Staff Liaisons:

Danielle Tempesta is the staff lead and helps with the logistics of arranging our meeting, communication with the ESA HQ staff and leadership, sending reminders for deadlines, providing a sounding board for ideas, and much more!

VI. Subcommittees

Student Activity Subcommittee

This subcommittee evaluates current student activities and proposes new student activities that encourage student membership or activity in society. This subcommittee works on producing an a) activity and b) organizing at least one of the following: a student symposium, workshop, or mini-workshop that is organized and submitted to the ESA Annual Program Planning Committee. Subcommittee members should plan to attend the ESA Annual Meeting to help moderate and host the event.

Annual Program Options:

- Student Symposium:
 - Organizes a Student Symposium that supports the ESA Annual Meeting theme and submits it for review to the ESA Annual Meeting Program Committee. The subcommittee selects and invites speakers to participate in the symposium, attempting to collect a strong diversity of speakers. The goal of the subcommittee is to aim for acceptance as a Program Symposium, meaning the speakers represent a diverse group of individuals from all ESA sections; and their presentations fall under a common theme. When considering themes, it is recommended to focus on the ESA Annual Meeting theme, science communication, professional development, scientific skills, and/or diversity, equity, inclusion, and allyship. If the symposium isn't accepted as a Program Symposium, then it is requested for a Section Symposium or a Member Symposium.

- Workshops or Lunch & Learn Session:
 - SAC workshops, mini-workshops, or lunch & learn sessions typically consist of a series of hands-on activities, possibly paired with one or more presentations, that focuses on a student-related topic. It may be composed as a student mini-workshop or lunch and learn session for the Annual Meeting, depending on the subcommittee's planned activities and duration of the session. The subcommittee members will serve as the workshop or lunch and learn leaders at the Annual Meeting, as well as invite speakers (if planned) and prepare the activity materials and respective presentations. Once designed, the subcommittee will submit the activity for review to the ESA Annual Meeting Program Committee. When designing activities, it is recommended to focus on the Annual Meeting theme, science communication, professional development, scientific skills, and/or diversity, equity, inclusion, and allyship.

- Activity:
 - The goal of a student activity is to engage students both undergraduate and graduate students in a non-formal setting to foster student connections and promote student involvement at the annual meeting. Historical options have included parasitoid games, professional writing groups, and student debates. Please see the committee documentation for details.

Ad-Hoc members may be added to the subcommittee to assist student activities for the annual conference. This may include but is not limited to co-organizing a student focused symposia or workshop and assisting in running certain student activities at the annual meeting.

Outreach Subcommittee

This subcommittee evaluates current student outreach to gain student membership or activity in the society and the spread of student communications. This subcommittee is responsible for:

- Managing the SAC social media and web presence by promoting student-related

activities and events to a general audience. In addition to reposting ESA promotional material on social media, the outreach subcommittee designs promotional materials for SAC and student events following the ESA social media and promotional guidelines to be shared on ESA's social media and for other media platforms. Bi-monthly posts or reposts are minimally expected to maintain a social media presence. This subcommittee is also responsible for reviewing student materials and pages on the ESA website and notifying the SAC Chair and ESA Staff Liaisons of necessary changes to help improve clarity and engagement for student members.

- Create two short “Know Before You Go” (KBYG) video presentations (7-12 min) or other preferred media platform content campaigns, with the idea to be succinct and accessible anytime on different ESA media platforms. The first KBYG video/ or content campaign will cover general meeting information such as registration, travel accommodations, and tourist information for the meeting location (launched before the end of early-bird registration). The second video will cover student-related activities at the ESA Annual Meeting, such as all SAC-organized activities, Entomology Games rounds, and the Student Awards Ceremony (launched one month before the annual meeting). Working with ESA staff and ESA staff liaisons to create the videos/campaigns in alignment with ESA on their YouTube channel for the annual meeting playlist or any social media channels not in SAC oversight is necessary.
- Create a video highlighting student opportunities and ways students can get involved with ESA that will be played during the Student Awards Ceremony. This information can also be displayed in other formats such as an infographic or poster that will share upcoming student opportunities and encourage them to participate.

Written Publications Subcommittee

This subcommittee ensures that written content for students and by students is distributed within ESA publications. This subcommittee is responsible for:

- ***Entomology Today* blog series:**
The SAC committee started a series on the *Entomology Today* blog entitled “ESA Student Affairs Committee Series.” SAC members will volunteer individually to brainstorm topics and write them up in a short publication or help an invited student author publish their blog post. In past years, the students have written about ways students can maximize their time during the ESA Annual Meeting, ESA student awards, and current challenges affecting them. Once the topic is selected, the writer for the blog is responsible for approving the topic choice with the SAC Chair and the *Entomology Today* editor before writing their blog piece and submitting it by the respective deadline (10th of each month). At the beginning of the year, the SAC committee will decide how many posts they will commit to writing. SAC members may also consider inviting students not chosen for the *American Entomologist* article (explained below) to write a blog for *Entomology Today*.
- ***American Entomologist* Student Stadia Column:**
This subcommittee is responsible for providing content for the Student Life Section on seasonal issues of *American Entomologists* four times a year (spring, summer, fall, and winter). This section should focus on topics that are of interest to students. The ESA Staff Liaison to SAC will submit the deadlines for next year's articles

sometime in October and share these deadlines with the incoming SAC Chair. The ESA Staff Liaisons will initiate the open call for student author submissions to each *American Entomologist* issue. Student members are given the chance to submit an article preview (250 words max) with their topic idea. Following the deadline for submissions, the ESA Staff Liaison will then provide the Chair with all student submissions. The subcommittee will work together to select the top five student submissions. The selected students are notified by the SAC Chair and write a short article (max 800 words), after which the written public relations subcommittee provides edits and works with the student authors to compose a final draft for submission to the Editor in Chief of *American Entomologist*. The subcommittee decides together what article is finalized for selection to submit on behalf of the Student Stadia Section for *American Entomologist*. Below is the recommended timeline for tasks:

- The SAC Chair composes and submits the open call to the ESA Staff Liaisons to distribute, which **must occur at least 3 months before the SAC internal deadline to submit the final article to the Editor in Chief of the journal**. For good turnout, the submission period should be open at least 3-4 weeks.
- The ESA Staff Liaison will send all the student author proposals to the SAC Chair, who will share those with the subcommittee. The subcommittee will have one week (or less time) to pre-select the top 5 author submissions. Then the Chair should check with the Editor in Chief of the journal on the topics selected to ensure no overlapping themes for that issue.
- The SAC Chair will congratulate and inform the five selected writers of the subcommittee's decision. The writers will be provided with no more than three weeks to send the draft (max 800 words) to the Chair. The Chair will also be responsible for following up with the writers about the deadlines for their drafts, edits, and final submission.
- The SAC Chair will work with the subcommittee for at least one week to edit the drafts. If needed, the SAC Chair will return the edits to the student authors.
- Student authors will have up to one week to address the subcommittee's initial edits.
- The SAC Chair and subcommittee will review the articles before selecting one, to which the SAC Chair submits the final draft to the *American Entomologist* Editor-in-Chief.

VII. Decision Making in SAC

The goal of all SAC decisions is consensus, in which all members unanimously agree on the matter. However, when consensus cannot be achieved, any member of SAC may call for a vote. When a vote is called for, all members may contribute points of information regarding the decision before voting over the issue. Decisions may only pass with a majority vote.