Executive Board Members Responsibilities and Selection

Executive Board Description

The SPHERE executive board is made up of five student leaders who are ‘returning’ team members that are nominated by the SPHERE members and elected by the previous year’s executive board.

Responsibilities

SPHERE executive board members have the following responsibilities:

1) Serve as a liaison between the SPHERE members and faculty advisors
2) Ensure that SPHERE is represented with the GSPH Student Government Association (SGA)
3) Manage SPHERE budget
4) Plan and implement SPHERE-sponsored trainings or events
5) Assist faculty advisors and partners with organizing student volunteers for community activities and disease investigations
6) Assist faculty advisors and partners with administrative duties related to SPHERE activities when needed
7) Orient new SPHERE executive board members to roles and responsibilities
8) Plan and organize SPHERE social events outside of monthly meetings
9) Make final decisions on activities and events SPHERE will participate in
10) Organize the monthly meeting schedule and speakers
11) Attend bi-monthly or monthly executive board meetings
12) Maintain a database of membership to track contact information and training requirements

Responsibilities are shared among the executive board members. Faculty/staff advisors and board members may choose to divide the responsibilities where appropriate. The average time commitment is approximately five hours per week per board member.

Selection Process

New SPHERE executive board members are selected during the spring semester of the academic year. The process of identifying new board members begins in late January, with the selection of new leaders by the end of February.

Nominations

The nomination process begins in late January. SPHERE members are asked to nominate themselves or other SPHERE members who agree to be nominated for a specific officer position. Candidates are required to submit a brief description of why they want to be a SPHERE executive board member along with a short personal description to the SPHERE faculty advisors and executive board.
Selection

The new executive board members are selected during the last executive board meeting in February. Each board member receives a ballot and a copy of the candidates’ descriptions. Each board member votes for five new members. The votes are counted by the faculty advisors and the results are announced within one week of the election. In the event of a tie, there is a run-off between the candidates.

Leader Transition Period

The new board members will work with the out-going members during the rest of the spring semester. The new members are oriented to the leader responsibilities.
**Member Selection**

New SPHERE members are selected at the beginning of each academic year. The team consists of a total of 20-25 Masters and Doctoral GSPH students from the various departments at GSPH. The number of new SPHERE members is dependent on the number of returning team members. The team is kept to a limited number of students to ensure that each student has a quality experience.

SPHERE team members are selected based on written applications developed by the founding Executive Board. The application is available from the SPHERE website to all GSPH students during orientation and the first two full weeks of classes. Applications are submitted electronically to the SPHERE email by the deadline.

The applications are reviewed by the Executive Board. The board scores the applications based on pre-established criteria and then ranks the applications. Applications with the highest scores are invited to participate in SPHERE.

All applicants are notified of their application status via email by the Executive Board. A small number of students may be asked if they would like to be placed on a waiting list. Wait-listed applicants are contacts if a space becomes available during the year.
SPHERE Attendance Policy

SPHERE team members are expected to attend each monthly training session. Two excused absences with prior notification are permitted. If a member has more than two excused absences, or fails to notify the Executive Board of their absence, they will be asked to leave the team.

This policy is intended to support the full contribution of all SPHERE team members. The policy is reviewed once a year and maintained by the Secretary of the Executive Board.

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Approved: Executive Board __________2007
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Initials: _________________