

Gemstone Student Council Committee & Chair Position Descriptions

*If you have any questions regarding the chair positions, please email
gemstonecouncil@gmail.com!*

Chair Positions- Cohort Relations: Underclass Cohorts Committee

The Underclass Cohort Relations Committee's main goals are to:

- Plan and execute unique and exciting events and initiatives for Gemstone students throughout the school year
- Plan and execute student appreciation initiatives for milestone events in the four year experience (for example, Sophomore Thesis Proposal)
- Augment inter- and intra-cohort sense of community feeling and belonging
- Plan and execute cohort-specific events (such as Freshman Laser Tag) throughout the semester.
- Plan and execute professional development events and programming for Gemstone students.
- Collaborate with the Upperclass Cohorts Committee and plan and execute Gems Formal for the fall semester.

Within the Cohort Relations, Underclass Cohorts Committee, there are 3 available Chair positions:

- 1. Freshman (Class of 2021) Representative Chair:** Responsible for engaging the 2021 cohort in determining interest in cohort activities or programming and coordinating with co-VPs.
- 2. Sophomore (Class of 2020) Representative Chair:** Responsible for engaging the 2020 cohort in determining interest in cohort activities or programming and coordinating with co-VPs.
- 3. At-Large Underclass Cohort Representative Chair:** Responsible for engaging the 2020 and 2021 cohorts in determining interest in cohort activities or programming and coordinating with co-VPs.

Responsibilities of the Underclass Representatives (3 positions available):

1. Assisting in the planning and execution of various committee events and initiatives over the course of the year, including original events and events that have been successful in past years such as Fall Food Olympics.

2. Leading the planning and organization of Gems Formal in the fall and Spring Awards Reception in the spring.

3. Planning events and activities that foster a team atmosphere among GSC members, as well as assisting in the planning and execution of other committee events/initiatives.

ALL CHAIRS are responsible for attending the weekly meeting of the Underclass Cohorts Committee. Meetings are expected to be an hour long. Meeting times will be determined based on the availability of all committee members.

NOTE: In order to represent a cohort as a representative chair, you MUST be a member of that cohort.

Chair Positions- Cohort Relations: Upperclass Cohorts Committee

The Upperclass Cohort Relations Committee's goals are to:

- Plan and execute unique and exciting events and initiatives for Gemstone students throughout the school year
- Plan and execute student appreciation initiatives for milestone events in the four year experience (for example, Junior Colloquia, and Thesis Conference)
- Augment inter- and intra-cohort sense of community feeling and belonging
- Plan and execute cohort-specific events (such as Senior 'Appy Hour) throughout the semester.
- Plan and execute professional development events and programming for Gemstone students.
- Collaborate with the Underclass Cohorts Committee and plan and execute Gems Formal for the fall semester.

Within the Cohort Relations, Upperclass Cohorts Committee, there are 3 available Chair positions:

1. **Junior (Class of 2019) Representative Chair:** Responsible for engaging the 2019 cohort in determining interest in cohort activities or programming and coordinating with co-VPs.

2. **Senior (Class of 2018) Representative Chair:** Responsible for engaging the 2018 cohort in determining interest in cohort activities or programming and coordinating with co-VPs.

3. **At-Large Upperclass Cohort Representative Chair:** Responsible for engaging the 2018/2019 cohort in determining interest in cohort activities or programming and coordinating with co-VPs.

Responsibilities of the Underclass Representatives (3 positions available):

1. Assisting in the planning and execution of various committee events and initiatives over the course of the year, including original events and events that have been successful in past years such as Fall Food Olympics.

2. Leading the planning and organization of Gems Formal in the fall and Spring Awards Reception in the spring.

3. Planning events and activities that foster a team atmosphere among GSC members, as well as assisting in the planning and execution of other committee events/initiatives.

ALL CHAIRS are responsible for attending the weekly meeting of the Upperclass Cohorts Committee. Meetings are expected to be an hour long. Meeting times will be determined based on the availability of all committee members.

NOTE: In order to represent a cohort as a representative chair, you **MUST** be a member of that cohort.

Chair Positions- Operations Committee

The Operations Committee's main goals are to:

- Keep general student body updated on the activities of the Program (for example, upcoming events and major campus-wide events).
- Update the bulletin board and The Stone with the latest Gemstone events, activities, and news.
- Serve as a support to the other committees by publicizing upcoming events and initiatives via social media and other creative methods.

Within the Operations Committee, there are 4 available Chair positions.

1. **Journalist Co-Chairs (2 positions available):** Responsible for writing multiple articles for Gemstone's blog, The Stone, and finding guest contributors to also write articles.

**If you are applying for the Journalist Chair position, please email a relevant writing sample to gemstonecouncil@gmail.com.

2. Multimedia Design & Public Relations Co-Chair (2 positions available):

a) Responsible for designing logos and event flyers, improving the design of GSC's blog, the Stone, and collaborating with committees to create promotional videos for major events.

b) Responsible for coordinating social media efforts with VP of Operations, updating the GSC calendar, and publicizing GSC events.

****If you are applying for the Multimedia Design & Public Relations Chair position, please email a relevant media sample that you have created (can be print or video media) to gemstonecouncil@gmail.com.**

ALL CHAIRS are responsible for attending the weekly meeting of the Operations Committee. Meetings are expected to be an hour long. Meeting times will be determined based on the availability of all committee members.

If you are applying for any of the Operations Committee positions, in the application below please note any photography experience and/or equipment you will have with you at school. Applicants with photography experience will be given preference.
APPLICATIONS WITHOUT ANY RELEVANT ADDITIONAL DOCUMENTS WILL NOT BE CONSIDERED**

****If you are not interested in any of these chair positions, please select the last checkbox****