



Executive Steering Committees – Divisions, Common Interest Groups, and Sections

**Positions and Descriptions*
2026-2027**

*The Student Common Interest Group has multiple leadership positions that change with interests and availability.

Chair

- Hold monthly meetings as needed
- Lead division/section/interest group plan
- Ensure completion of plan
- Liaise with staff on Annual Meeting event
- (Division awards only) Select reviewers (as needed); ensure that the selection process is completed in a timely and fair manner, liaise with AOCS staff on awards.
- Attend other meetings of the Society as representative of the group
- Identify other volunteers as needed
- Support other leaders to achieve their objectives

Vice Chair (Divisions only)

- Lead technical program development
- Complete session choices, descriptions, and chair selection
- Attend monthly division meetings
- Attend program committee meetings
- Ensure chairs complete technical sessions

Vice Chair (Sections and CIGs)

- Attends meetings and actively participates in support of the good of the group
- Leads programs or activities, as delegated by the chair

Secretary – Education and Events

- Lead planning of yearly webinars and mixers
- Oversee plan and recruitment of presenters
- Liaise with staff on planning webinars and mixers
- Attend monthly meetings
- Conduct (division-only) award canvassing
- Coordinate networking or social event held during Annual Meeting

Secretary – Membership Communications

- Connect volunteers with volunteer needs (awards, sessions)
- Plan and execute one INFORM interview per magazine year
- Attend monthly meetings
- Draft outreach emails
- Contact volunteers for vice chair as needed
- Track volunteer engagement
- Conduct (division-only) award canvassing

At-Large

- Serve as a session chair or poster chair as needed
- Assist in finding chairs and webinar speakers
- Co-host at Annual Meeting event
- Identify and interview INFORM spotlights
- Newsletter

Student Liaison (Divisions only)

- Attend both DIV and Student CIG
- Serve as a session chair as needed
- Facilitate student volunteers for second chairs
- Assist in finding webinar speakers
- Co-hosts at Annual Meeting event
- Identify and interview INFORM spotlights
- Newsletter

Treasurer (Sections only)

