

GSA VOLUNTEER GUIDE

The GSA governance year is from January 1 – December 31. For more information on how to apply/submit for these positions, visit the www.geron.org/stay-connected/volunteer-opportunities.

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Society-Wide Opportunities

Board of Directors

Term Length: Three years

Time Commitment: Up to 40 hours a year; Quarterly day-long meetings, up to 3 hours of prep work per meeting, and additional time as-needed.

Roles and Responsibilities: The Board of Directors is the legal authority for the Society. The property, affairs, and business of GSA are managed by the Board. The Board is elected by the membership of the Society. The Board delegates the day to day operations and management of the organization to the CEO who has the authority from the Board and who is accountable to the Board, in its oversight capacity, to carry out the organization's vision, mission and strategic goals.

- Effectively govern and lead the organization on behalf of the membership and with accountability to the membership.
- Develop and improve the organization's governing policies and procedures.
- Hire, assist, counsel, oversee and regularly evaluate the CEO.
- Craft the strategic goals, objectives and metrics of success for the organization, with input from GSA staff.
- Maintain, monitor and protect the safety and soundness of the organization and its assets.
- Ensure the proper maintenance of all accounts and financial records of the organization.
- Understand and monitor the performance and results of the organization.
- Help craft and approve an annual budget for the organization.
- Act as active ambassadors to the organization's membership as well as the community as a whole. Speak as one voice once a decision has been made by the Board.
- Retain independent auditors, accountants, and legal or governance counsel as is necessary.
- Ensure the organization acts ethically and with genuine financial integrity.
- Monitor regulations and legal issues pertaining to the organization.
- Sell, dispose of, or mortgage any or all the property of the organization.

Membership Committee - Presidential Appointees

Term Length: Two Years

Time Commitment: Up to 15 hours; Committee meets quarterly and at the annual scientific meeting with potential additional meetings scheduled as needed to complete specific projects.

Roles and Responsibilities:

The Responsibilities of the Membership Committee may include

- assist the Society and its staff with membership retention, recruitment, and engagement
- oversee management of ongoing subcommittees, review panels, and task forces pertaining to membership such as Fellows, awards, mentoring, and Interest Groups

Please note that these opportunities and their roles and responsibilities are subject to change.

Individual responsibilities may include:

Presidential Appointee #1-

- Participate in development and implementation of the orientation program for new members/first timers at the Annual Scientific Meeting
- Attend quarterly membership committee meetings and other meetings as necessary.

Presidential Appointee #2-

- Organize and lead the Interest Group brain trust
- Attend quarterly membership committee meetings and other meetings as necessary.

Presidential Appointee #3 (Early Career member)-

- Identify, promote, and create mentoring/career development opportunities for GSA members at all career stages
- Attend quarterly membership committee meetings and other meetings as necessary.

Program, Publications, and Products Committee - Presidential Appointees

Term Length: Two Years

Time Commitment: Up to 25 hours; Committee meets quarterly and at the annual scientific meeting with potential additional meetings scheduled as needed to complete specific projects.

Roles and Responsibilities:

The responsibilities of the PPP Committee may include:

- Organize and oversee the scientific and professional program for meetings of the Society
- Assist the Society and its staff with advancing the Society's publications program.
- Build new products and/or services to improve the value of current membership and attract new markets.
- Support the strategic plan by recommending strategies and policies to strengthen the Society's programs, publications, and products.

Individual responsibilities may include:

Presidential Appointee #1-

- Lead the process for Annual Scientific Meeting program development for the Interdisciplinary submission area (decision, session, schedule)
- Lead or participate in the process for the Editor search, when applicable
- Attend quarterly PPP Committee meetings and other meetings as necessary.

Presidential Appointee #2-

- Facilitate the review of pre-conference workshop applications, webinar applications, and podcast applications
- Lead or participate in the process for the Editor search, when applicable

Attend quarterly PPP Committee meetings and other meetings as necessary. Presidential Appointee #3 (Early Career member)-

- Lead or participate in the process for the Editor search, when applicable
- Attend quarterly PPP Committee meetings and other meetings as necessary.

Program, Publications, and Products Committee - Interdisciplinary Annual Scientific Meeting Working Group

Term Length: One year

Time Commitment: Up to 10 hours over the course of the year, including abstract review and meetings to discuss sessioning and programming. Most of the work will occur in April and May.

Roles and Responsibilities:

- Assist the Interdisciplinary Annual Scientific Meeting Working Group Lead in development of the Annual Scientific Meeting for the Interdisciplinary Program
- Examples of these duties may include review of abstracts and assisting in special event programming.

Program, Publications, and Products Committee - Workshop, Webinar, and Podcast Workgroup

Term Length: One year

Time Commitment: Up to 10 hours, mostly by email and spread throughout the year.

Roles and Responsibilities:

- Assist PPP Committee with reviewing pre-conference workshop applications, webinar applications, and podcast applications

Humanities, Arts and Cultural Gerontology Advisory Panel Member

Term Length: Three years

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:

- Provide specialized expertise, advice, key information, and support in the areas of humanities, arts, and cultural gerontology
- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members' interests

Minority Issues in Gerontology Advisory Panel Member

Term Length: Three years

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:

- Provide specialized expertise, advice, key information, and support in the area of minority issues in gerontology

- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members' interests

Public Policy Advisory Panel Member

Term Length: Three years

Time Commitment: Up to 10 hours, meeting frequency at discretion of chair

Roles and Responsibilities:

- Provide specialized expertise, advice, key information, and support in the area of public policy
- Perform other society-wide tasks to serve the mission of the GSA, its strategic plan, and members' interests

Career Conversations Workgroup

Term Length: One year

Time Commitment: Approximately 1-3 hours per month, including participating in planning calls and attending/assisting with the live Conversations if available

Roles and Responsibilities:

- Assist with planning GSA Career Conversation programs that occur virtually throughout the year.
- Identify potential topics and panelists.
- Help recruit panelists.
- Serve as a facilitator and/or support the Q&A during Conversations.

Journal Reviewer

Term Length: Ongoing

Time Commitment: Ongoing

Roles and Responsibilities:

All GSA journals are peer-reviewed and are open to new reviewers at any time. To serve as a peer-reviewer, please go to the specific journal submission site, create an account, and enter your area(s) of expertise via keywords. Your expertise areas will be used by the editors when identifying reviewers for submitted manuscripts. If selected as a potential reviewer, you will receive an invitation to review from the editorial office.

- The Journals of Gerontology, Series A [Biological Sciences](#) & [Medical Sciences](#)
- The Journals of Gerontology, Series B [Psychological Sciences](#) & [Social Sciences](#)
- [The Gerontologist](#)
- [Innovation in Aging](#)

Please note that these opportunities and their roles and responsibilities are subject to change.

Opportunities for new/novice reviewers: for detailed information, review the sections, “Opportunities for New Reviewers/Mentors” in the journals’ Instructions to Authors

- The Journals of Gerontology, Series A: [Biological Sciences](#) & [Medical Sciences](#)
- The Journals of Gerontology, Series B: [Psychological Sciences](#) & [Social Sciences](#)
- [The Gerontologist](#)
- [Innovation in Aging](#)

Other journal reviewer opportunities:

- [Gerontology & Geriatrics Education](#), the official journal of the Academy for Gerontology in Higher Education

Annual Scientific Meeting Abstract Reviewer

Term Length: Two weeks when reviews are assigned

Time Commitment: Estimate 2 to 3 hours to complete reviews depending on number of abstracts assigned

Roles and Responsibilities:

- Review assigned abstracts submitted to the Annual Scientific Meeting based on review criteria and instruction.

Mentor

Term Length: Varies. Determined by Mentor and Mentee at the beginning of the match. It could be for a specified period of time, e.g. six months, or ongoing.

Time Commitment: Varies. Determined by Mentor and Mentee, based on the goals established. It is recommended that Mentor/Mentee meet at least monthly throughout the relationship.

Roles and Responsibilities:

- Establishes, with the mentee, the mentee's goals and objectives for the relationship
- Establishes, with the mentee, a meeting schedule and mode for meetings, e.g. Zoom, telephone, in-person, etc.
- Actively listens to mentee and provides honest and constructive feedback and guidance

Member Group Opportunities

Section Officer (AGHE, BSS, BS, ESPO, HS, SRPP)

Term Length: 4 years (vice chair-elect, vice chair, chair, past chair)

Time Commitment: Up to 40 hours a year; Monthly hour-long meetings, quarterly workgroup meetings, additional time as-needed.

Roles and Responsibilities: Section officers shall be responsible for organizing section activities, planning section programs at the Annual Scientific Meeting, and selecting award and Fellow recipients. Section leaders should refer to the Committee charters for specific duties, including their duties as part of the Membership Committee and the Program, Publications, and Products Committee.

Vice Chair-Elect

- Member of the Program, Publications, and Products Committee
- Learning from and supporting the Vice Chair
- Document section meetings and maintain the section's Policies and Procedures Manual

Vice Chair

- Member of the Program, Publications, and Products Committee
- Lead the process for determining the Annual Scientific Meeting program for the section

Chair

- Member of the Membership Committee
- Set the strategic goals and initiatives for the section
- Preside over all meetings of the section officers and membership
- Lead the process for determining the Fellow nominees for the section (if applicable)

Past Chair

- Serve as the point of contact for the Governance Committee and coordinate the section's nominations list for the section chair elections.
- Serve as a member of the Membership Committee.
- Lead the process for determining the award recipients for the Section.
- Shall have responsibility and authority over the funds of the Section, within the limitations set forth by the Society.

Annual Scientific Meeting Working Groups (AGHE, BS, BSS, ESPO, HS, SRPP)

Term Length: One year

Time Commitment: Up to 10 hours over the course of the year, including abstract review and meetings to discuss sessioning and programming. Most of the work will occur in April, May, and September.

Roles and Responsibilities:

- Assist the section vice chair in development of the Annual Scientific Meeting program for the section.
- Examples of these duties may include review of abstracts, grouping abstracts together into sessions, and assisting in special event programming.

Awards Review Panel (AGHE, BS, BSS, ESPO, HS, SRPP)

Term Length: Two years

Time Commitment: Up to 10 hours over the course of the year, including application review and meetings to discuss applicants. Most of the work will occur in March, April, July and August.

Roles and Responsibilities:

- Review nominations for awards for your primary section.
- Select recipients for awards.
- Assist with promotion of award nominations and award recipients.
- Provide feedback on the process and make recommendations for modifications.

Fellows Review Panel (AGHE, BS, BSS, HS, SRPP)

Term Length: Two years

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur in February and March.

Roles and Responsibilities:

- Review applications submitted to your primary section for Fellow status.
- Recommend new fellows to Membership Committee.
- Assist with promotion of Fellow nominations and new fellows.
- Provide feedback on the process and make recommendations for enhancements.

Psychological Sciences Editor Search Workgroup (BSS)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January – July.

Roles and Responsibilities:

- Assist the BSS Vice Chair and BSS Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for *Psychological Sciences* editorships and interview selected applicants.

Biological Sciences Editor Search Workgroup (BS)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January – July.

Roles and Responsibilities:

- Assist the BS Vice Chair and BS Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for *Biological Sciences* editorships and interview selected applicants.

Public Policy & Aging Report Editor Search Workgroup (SRPP)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist the section SRPP Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

The Gerontologist Editor Search Workgroup (SRPP, BSS)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist a section Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

Social Sciences Editor Search Workgroup (BSS)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist the section BSS Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

Medical Sciences Editor Search Workgroup (HS)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist the section HS Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

Innovation in Aging Editor Search Workgroup (BS, HS, BSS, SRPP)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist a section Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

Please note that these opportunities and their roles and responsibilities are subject to change.

Gerontology & Geriatrics Education Editor Search Workgroup (AGHE)

Term Length: One year

Time Commitment: Up to 10 hours, including application review and meetings to discuss applicants. Most of the work will occur January - July

Roles and Responsibilities:

- Assist the section AGHE Vice Chair and Vice Chair Elect.
- Recommend candidates.
- Assist with promotion of nominations and editor applications.
- Provide feedback on the process and make recommendations for modifications.
- Review applications for editorships and interview selected applicants.

Member Outreach Volunteer (AGHE, BSS, BS, ESPO, HS, SRPP)

Term Length: One to two years

Time Commitment: Varies throughout the year, ranging from 20 minutes (for most months) to up to an hour a month.

Roles and Responsibilities:

- Email a select list of new or lapsed members each month using a template email provided by GSA o The number of members to contact will vary each month, typically ranging from 2 – 20 people, per volunteer
- GSA will provide the list of members to contact by mid-month o GSA will provide a template email to use each month

AGHE Academic Program Development Workgroup (AGHE)

Term Length: One year

Time Commitment: Approximately 2 hours a month; Committee meets quarterly with potential additional meetings scheduled as needed to complete specific projects.

Roles and Responsibilities:

- Contribute to one or more of APDW's four key areas: Educational Resource Development; Program Consultation and Evaluation Support; Professional Development; or Connection and Collaboration. Opportunities include:
- Assist with the development and production of curriculum and educational and training resources (e.g., teaching modules, webinars, tip sheets, AGHE Gerontology and Geriatrics Curricular Standards and Guidelines in Higher Education).
- Promote Gerontology & Geriatrics Education, the official AGHE journal.
- Organize AGHE Teaching Institute at the GSA annual meeting.
- Provide program support services through the Program of Merit (POM).

Please note that these opportunities and their roles and responsibilities are subject to change.

- Build opportunities for AGHE faculty engagement, networking, and mentorship.
- Support other AGHE committees (e.g., Advancement) through regular communication, coordination of initiatives, and collaboration on funded projects.

ESPO Opportunities

ESPO Junior Leader (AGHE, BS, BSS, HS, SRPP)

Term Length: Two years

Time Commitment: Up to 2 hours per most months. Additional time, up to 5 hours per month, will be required during the first quarter to coordinate the ESPO Section Symposium.

Roles and Responsibilities:

- Work with Section Leadership Group on the tasks and activities of your section.
- Help develop a designated ESPO Section Symposium from your section with support from the Year 2 Section Jr. Leader.
- Communicate with ESPO Section Leadership Group via quarterly calls to review activities and opportunities relevant to section and ESPO members.

Annual Scientific Meeting Working Group (ESPO)

Term Length: One year

Time Commitment: Up to 10 hours over the course of the year, including abstract review and meetings to discuss sessioning and programming. Most of the work will occur in April, May, and September.

Roles and Responsibilities:

- Assist the section vice chair in development of the Annual Scientific Meeting program for the section.
- Examples of these duties may include review of abstracts, grouping abstracts together into sessions, and assisting in special event programming.

Awards Review Panel (ESPO)

Term Length: One year

Time Commitment: Up to 10 hours over the course of the year, including application review and meetings to discuss applicants. Most of the work will occur in March, April, July and August.

Roles and Responsibilities:

- Review nominations for awards for your primary section.
- Select recipients for awards.
- Assist with promotion of award nominations and award recipients.
- Provide feedback on the process and make recommendations for modifications.

Please note that these opportunities and their roles and responsibilities are subject to change.

Communications Task Force Co-Lead – E-Comm (ESPO)

Term Length: Two years

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

- Serves as Co-Lead and transitions into Lead in Year 2.
- Promotes ESPO Connect posts and social media.
- Interfaces with other ESPO Task Forces (e.g. DWG, Webinar, ITF) for content and promotion.
- Maintains regular member communications and updates (e.g. Annual Scientific Meeting, membership drives, awards).
- Continue ESPO-related GSA Connect and ESPO Connect discussions.

Communications Task Force Co-Lead – Newsletter (ESPO)

Term Length: One year

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

- Serves as Co-Lead and transitions into Lead in Year 2.
- Manages operational and logistic activities related to writing and submitting the monthly ESPO Newsletter column for *Gerontology News*.
- Solicits columns from outside Newsletter contributors.

Communications Task Force Member (ESPO)

Term Length: One year

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

There are several sub-groups within this Task Force, as indicated below. Volunteers would be assigned to just one sub-group.

- Perform monthly new and lapsed ESPO member outreach. (*Member Outreach Sub-Group*)
- Promote ESPO programming, and use and extend social media threads of interest to ESPO members. (*E-Com Sub-Group*)
- Identify topics for monthly ESPO column in *Gerontology News*, write and help solicit columns from outside Newsletter contributors. (*Newsletter Sub-Group*)

Dissertation Writing and Pre-Proposal Writing Group Task Force Co-Lead (ESPO)

Term Length: Two years

Time Commitment: Up to 2 hours per month.

Please note that these opportunities and their roles and responsibilities are subject to change.

Roles and Responsibilities:

- Serves as Co-Lead and transitions into Lead in Year 2.
- Assists in the management, administration and implementation of the DWG.
- Organize introductory calls and materials for use by DWG/PPWG participants.
- Maintain communications with DWG/PPWG participants and administer surveys.
- Serve as liaison for technical issues or other barriers in DWG/PPWG operations.

Dissertation and Pre-Proposal Writing Group Task Force Member (ESPO)

Term Length: One year

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

- Assist with the promotion of the DWG/PPWG
- May share membership in a related task force (e.g. Communications Task Force or Webinar)

International Task Force Co-Lead (ESPO)

Term Length: Two years

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

- Serves as Co-Lead and transitions to the Lead position in year 2.
- Supports activities relevant to international members at the Annual Scientific Meeting (e.g. informal chat, ambassador or “buddy” programs).
- Identify and communicate with new international ESPO members.
- Promote International Task Force activities and interface with ESPO Communications Task Force for advertisement or content of interest to wider ESPO community.

International Task Force Member (ESPO)

Term Length: One year

Time Commitment: Up to 2 hours per month.

Roles and Responsibilities:

- Assist with the development of an informal chat for the Annual Scientific Meeting.
- Create and monitor content related to international members on the ESPO Connect Community.

Webinar Task Force Co-Lead (ESPO)

Term Length: Two years

Time Commitment: Up to 20 hours per webinar, including pre-webinar planning, coordinating presenter materials and post-webinar follow up. Most of the work will occur in the first and third quarters of the year.

Roles and Responsibilities:

- Assist with operational and logistic activities related to running two ESPO Webinars (Spring and Fall).
- Identify and communicate with Webinar speakers.
- Maintain communications with Webinar attendees and help GSA staff with post-webinar attendee surveys.
- Promote ESPO Webinars and interface with ESPO Communications Task Force for assistance with promotion of webinar to wider ESPO community.

Webinar Task Force Member (ESPO)

Term Length: One year

Time Commitment: Up to 10 hours per webinar. Most of the work will occur in the first and third quarters of the year.

Roles and Responsibilities:

- Help promote two ESPO webinars (Spring and Fall).
- Assist with identifying speakers.
- May share membership in a related task force (e.g. Communications Task Force or Webinar).

Write-In Task Force Co-Lead (ESPO)

Term Length: Two years

Time Commitment: Up to 4 hours per month.

Roles and Responsibilities:

- Serves as Co-Lead and transitions into Lead in Year 2.
- Develops schedule for Write-In sessions.
- Recruits ESPO volunteers to serve as hosts for Write-In sessions.
- Promotes Write-In sessions on the ESPO Connect Community.
- Serves as a host for Write-In sessions.

Write-In Task Force Member (ESPO)

Term Length: One year

Time Commitment: Up to 3 hours per month.

Roles and Responsibilities:

- Serves as a host for at least one Write-In session a month.
- Assists with promotion of Write-In sessions.