DGS Roles and Responsibilities

President

The president is responsible for DGS organization. They must overview all DGS activity and ensure progress from all aspects.

Responsibilities:

- Review and organize GBM slides
- Correspond with students, arrange discussions and tours of SGL-US and DGS
- Add information to the website (events, research projects, outreach projects, member pages)
- General management of all DGS officers to ensure deadlines are met for tasks and projects
- General management of DGS Eboard meetings to lead discussion. Must update secretary notes template with assigned tasks weekly

Required Meetings:

- Weekly Starlab meeting
- Eboard meeting
- General body meeting

Treasurer

The treasurer is responsible for all financial aspects of DGS. They oversee funding for events, programming funding audits, sponsors, and non-profit document management.

Responsibilities:

- Complete CSA forms, stay on top of this deadline
- Manage all budgets and ordering for outreach, research projects, general body meeting, maker space supplies
- Order and pick up food and supplies for meetings
- Pick up CSA checks
- Reach out to sponsors monthly for research projects, meetings, club projects, etc.

Required Meetings:

- Eboard meeting
- General body meeting

Secretary

The secretary is responsible for communication in DGS. All meeting notes and newsletter tasks fall under this role.

Responsibilities:

- Take officer meeting notes and write them up into a weekly document and discord message for eboard members
- Create the DGS weekly email, send same information in the #general discord chat
- Get input from every role and write it in the general body weekly email

Required Meetings:

- E board meeting
- General body meeting

Research Director

The research director is responsible for all DGS research projects. This role will work with all project teams to ensure they are running smoothly and have their needed resources.

Responsibilities:

- Have weekly/biweekly meetings with all project team heads. It would be helpful if this person was also involved with at least one project team
- Deal with making bills of materials for project teams (finding OSU approved vendors for supplies, etc.)
- Work with treasurer on ordering supplies
- Respond to student emails (Horack will send a lot!) and potentially give tours to interested students of the DGS maker space and SGL-US.
- Work with treasurer to reach out to sponsors

Required Meetings:

- Weekly Starlab meeting
- Eboard meeting
- General body meeting
- Research team update meeting

K-12 and College Outreach Director

The K-12 and college outreach director is responsible for all of the outreach efforts of DGS. This role oversees the 4-H book and penpal programs as well as communicating and relaying information between DGS chapters.

Responsibilities:

- Coordinate penpals (letter pickups/ photos of letters/ set up meeting times for people to work on letters)

- 4H book planning and writing
- Outreach for various events such as cosi science festival, tutoring opportunities, any other applicable ways to get K-12 interested in space
- Respond to other colleges interested in DGS

Required Meetings:
- Weekly Starlab meeting
- Eboard meeting
- General body meeting
- Weekly Tag-up meeting with Howard Greene

Program Director
The program director is responsible for DGS events on campus. This role oversees scheduling of events and obtaining the needed supplies and food for the event (will work with the treasurer for ordering).

Responsibilities:
- Work on GBM ice breakers/games
- Figure out what food to order for these meetings and socials, work with treasurer on ordering
- Create social event ideas
- Booking event spaces (planetarium, etc.)
- Coordinate all college outreach events (involvement fairs, etc.)

Required Meetings:
- Eboard meeting
- General body meeting

Media Director
The media director is responsible for all DGS media content. This role overviews social media post-creation and publishing as well as officer, member, and project highlights.

Responsibilities:
- Create promotional posts for events and projects on socials
- Managing socials, posting reminders and messages
- Create and distribute flyers / posters
- Take photos during events
- Recap post of events

- Post more photos and descriptions on linked in, instagram of outreach projects, socials, research projects
- Take and post photos when we have outreach events (if unavailable request photos from whoever can attend)

Required Meetings:
- Eboard meeting
- General body meeting

E-Council Representative
The E-Council representative is responsible for representing DGS at E-Council meetings and voting on behalf of DGS.

Responsibilities:
- Notify DGS general body of volunteer opportunities to earn funding through approved events
- Represent DGS at E-Council meetings
- Create and present fund approval requests (must have no absences from biweekly meetings)
- Vote on behalf of DGS at E-Council events

Required Meetings:
- Eboard meeting
- General body meeting

CURRENT ROLES (with comments)

President

Tasks and Time Commitments

Task	Time Commitment Per Week
Make GBM Slides	10 min
Correspond with Interested Students	30 min
Scheduled Weekly Meetings	3 hours
Updating and Adding to the Website	30 min

TOTAL	4 hrs 10 min

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
OSU Starlab Weekly Mtg	8:30am-9:30am Tuesdays	Ag Eng Building
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	Purpose for Contact
Scott Griffin griffin.255@osu.edu Cassidy Brozovich brozovich.8@osu.edu	DGS Advisors
John Horack horack.1@osu.edu Laura Alvarez alvarez.147@osu.edu	OSU Starlab Contacts

Research Director

Tasks and Time Commitments

Task	Time Commitment Per Week
Project Management/ Organization Tasks	30 min
Project Meetings	1 hour
Ordering, Budgeting, etc.	30 min
Responding to Student Emails, Talking with Students, Talking with Starlab Tour Groups	30 min
General Scheduled Meetings	3 hours
TOTAL	5.5 hours

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
OSU Starlab Weekly Mtg	8:30am-9:30am Tuesdays	Ag Eng Building
Cubesat Team Meeting	4-5 pm Tuesdays	Ag Eng Building
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	Purpose for Contact
Phil Putman, PPutman@sierralobo.com	Main contact for cubesat propulsion at Sierra Lobo
John Trzinski, Laura Alvarez, John Horack trzinski.2@osu.edu, alvarez.147@osu.edu, horack.1@osu.edu	Must be copied on any purchasing requests to get supplies for projects.
Cassidy Brozovich brozovich.8@osu.edu	Responsible for Bioastronautics team, keep in contact for organizational purposes.

Treasurer

Tasks and Time Commitments

Task	Time Commitment Per Week
Filling out CSA forms	30 minutes, once every few months
Managing Budgets (outreach, project, etc.)	30 minutes
Reaching out to Potential Sponsors	30 minutes
Ordering food, dealing with csa, etc.	30 min
TOTAL	1.5 hours

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building

GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	Purpose for Contact
John Trzinski, Laura Alvarez, John Horack trzinski.2@osu.edu, alvarez.147@osu.edu, horack.1@osu.edu	Must be copied on any purchasing requests to get supplies for projects.

Secretary

Tasks and Time Commitments

Task	Time Commitment Per Week
Take Officer Meeting Notes	1 hour
Weekly Updates for E board	30 min
Sending out newsletter	

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	Purpose for Contact
Eboard	Will consult with the eboard in meetings to make decisions on what to include in GB weekly newsletters.

Outreach Director

Tasks and Time Commitments

Task	**Time Commitment Per Week**
Coordinate Penpals	During response periods, 2-6 hours (mostly supervising) During waiting periods, ~30 min Response periods usually last 2-3 weeks with a 3-5 week waiting period in between
4-H Book Planning/Writing	Can be broken up over a longer period of time or over more people to help balance it better, my experience was: Aug-Oct, avg 1 hour Nov-Dec, anywhere from 2-12 hours Jan-Feb, avg 1 hour
Other Outreach (COSI Science Festival, etc)	1 hour on applicable weeks, which most aren't
Tag-Ups with Starlab Outreach	30 mins, Bi-weekly
TOTAL	Varies greatly, 3-8 hours on average

Meeting Times and Locations

Meeting	**Meeting Time**	**Meeting Location**
Bi-weekly Tag-Up	8:30-9am Fridays (can be changed)	Zoom
4-H Book Check-Ins	10-11am Thursdays (every 2-4 weeks, can be changed)	Zoom
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	**Purpose for Contact**
Howard Greene (greene.8@osu.edu)	K-12 Outreach Lead for Starlab at OSU
Carrie Davisson & Cynthia Canan (davisson.16@osu.edu, canan.20@osu.edu)	4-H Connections
Mrs. DeMay* & Mrs Oswald** (kdemay@patriotprep.com,	Penpal Teachers

doswald@warrenjfk.com) *For dropping off/picking up Mrs. DeMay's letters, contact Ray DeMay (demay.9@osu.edu) **Mrs Oswald is usually just contacted by Cassidy Brozovich (brozovich.8@osu.edu)	

Program Director

Tasks and Time Commitments

Task	Time Commitment Per Week
Space Accelerator coordination	2 hours
Coordinate outreach events within university	0.5-1 hour
Send weekly email	1 hour
Total	3.5-4 hours

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
GBM	6:30-8pm Once a month Mondays	Keenan Student Center
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building

Contact List for Role

Contact	Purpose for Contact
(IDK)	

Media Director

Tasks and Time Commitments

Task	Time Commitment Per Week
Create promotional posts for events and projects on socials	30-60 min

Managing socials, posting reminders and messages	10 min
Create and distribute flyers / posters (this should be one)	2 hrs *
TOTAL	2.7-3.2 hours

Meeting Times and Locations

Meeting	**Meeting Time**	**Meeting Location**
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Social Media Coordinator

Tasks and Time Commitments

Task	**Time Commitment Per Week**
Create Instagram posts for events	30-60 min
Reminders of events on story	10 minutes
Take photos during events	20 minutes
Recap post of events	20 minutes
Total	1.3-2 hours

Meeting Times and Locations

Meeting	**Meeting Time**	**Meeting Location**
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

E-Council Rep

Tasks and Time Commitments

Task	Time Commitment Per Week
Notify DGS general body of volunteer opportunities to earn funding through approved events	10 minutes, when necessary
Represent DGS at E-Council meetings	1 hr, biweekly
Create and present fund approval requests (must have no absences from biweekly meetings)	2 hr, once per year
Vote on behalf of DGS at E-Council events	1 hr, when necessary at meetings

Meeting Times and Locations

Meeting	Meeting Time	Meeting Location
E-Council Meeting	5:30-6:30pm Tuesdays, biweekly	Journalism Building
E Board Meeting	5:30-6:30pm Mondays	Keenan Student Center/ Ag Eng Building
GBM	6:30-8pm Once a month Mondays	Keenan Student Center

Contact List for Role

Contact	Purpose for Contact
David Tomasko.1, Winnie Sampson.38	Advisors for Engineers' Council