Committee for Post-Docs and Students (COMPASS) Charter

TYPE OF COMMITTEE:
Standing

PURPOSE:
COMPASS provides resources and programming for a wide variety of career development and community outreach opportunities primarily focused on trainees within ASCB, at the Annual Meeting, and throughout the year through multiple events.

The committee uses the following strategies to achieve this vision:
- Provide leadership opportunities for trainee members to interact with their fellow scientists.
- Provide opportunities for trainees to learn about pursuing different career paths, applying for careers, and engaging with professionals from a variety of different fields.
- Provide opportunities for trainees to host cell biology-focused outreach events that will help increase diversity in STEM and serve under-represented communities.
- Provide opportunities for trainees to develop their communication skills with their fellow scientists, as well as the general public.

COMMITTEE MEMBERSHIP:
- Ideal Size: 25-35 members
- Term Length: New members are considered Associate members for 1 year, and are eligible for promotion to full membership after their term is up. Full membership is awarded in January for 1 year, with renewal available yearly until the member transitions out of a trainee role. If a member transitions out of a trainee role during their term, they are still eligible to serve on COMPASS for the remainder of their term. There are two COMPASS Chairs, who have equal authority and share leadership responsibilities. COMPASS Chairs typically serve for two years with the expectation that leadership will be staggered. COMPASS Liaison positions do not have a defined term limit.
- Average Time Commitment: The average time commitment for COMPASS is 20 hours/year. All COMPASS members must participate in COMPASS-wide Zoom calls on average 3-4 times/year, and in the COMPASS closed-door meeting at the Annual Meeting. COMPASS subcommittees have their own time commitments, which are typically 30 hours/year.
- Membership Type(s): Undergraduate Student, Graduate Student, and Postdoctoral Members
- Approval Process:
  - **Associate Members:** COMPASS applications will be reviewed by COMPASS Chairs and Subcommittee Chairs when a quorum is reached. Membership decisions will be sent by email promptly. All successful applicants will join COMPASS as Associate Members, pending approval of COMPASS Chairs.
  - **Regular Members:** Ahead of the December council meeting, Subcommittee Chairs will submit a list of Associate Members who they feel have contributed sufficiently to be considered for full member status. Active participation in both COMPASS-wide and subcommittee-specific events is required for promotion from Associate to Full Member, annual renewal of COMPASS membership, and to be eligible to receive travel awards to the Annual Meeting. Participation will be determined by the COMPASS Co-Chairs and respective Subcommittee Chairs. If requirements for membership are not met, COMPASS Co-Chairs (in consultation...
with Subcommittee Chairs) may remove members from COMPASS at any time. All full members of COMPASS must be approved by the COMPASS Chairs, the ASCB staff liaison(s), and the ASCB Executive Committee. Associates who receive approval in December will become full members of COMPASS in January of the following year. Current COMPASS members who intend to extend their membership an additional year should submit a renewal request in the fall. ASCB staff liaison(s) will evaluate member participation and review all Associate members and renewal requests.

○ COMPASS Chairs: In the Fall, a nominating committee will be formed including the previous COMPASS chair, the current COMPASS chairs, one COMPASS volunteer, and an ASCB staff liaison(s). Typically, nominees for COMPASS Chair should have served at least one term as a Subcommittee Chair or show previous leadership experience. COMPASS Chair candidates should submit a short statement to the nominating committee in defense of their candidacy. The nominating committee shall seek and assemble further information about each candidate’s qualifications from current COMPASS Chairs, Subcommittee Chairs, COMPASS members, and COMPASS alumni. The nominating committee will meet as necessary to choose the nominees that will be recommended to the ASCB Council for approval as COMPASS Chairs.

○ Liaisons: COMPASS Chairs will appoint COMPASS Liaisons to other ASCB standing committees from a list of nominees or volunteers. If multiple members volunteer for one liaison position, prospective liaisons will submit a letter of intent to be evaluated by COMPASS Chairs.

● Member Expertise: No expertise is required for membership.
● Duties: All members are required to participate year-round in COMPASS-wide activities which include:
  ○ Active participation in at least 1 subcommittee
  ○ Attend and participate in all COMPASS-wide Zoom meetings (or conference calls)
  ○ Attend the ASCB Annual Meeting, as well as organize and run COMPASS events at the meeting
  ○ Participate in the COMPASS closed-door meeting at the Annual Meeting
  ○ Review Poster Teasers abstracts and moderate at least one Poster Teaser session at the Annual Meeting

SUBCOMMITTEES MEMBERSHIP:
● Career Subcommittee
  ○ Purpose: The Career Subcommittee will work to assist ASCB trainee members in career transitions by providing opportunities to learn about different career paths, gain advice on applying for different careers, and speaking with professionals in a variety of careers to help them determine their next stage.
  ○ Size and Composition: Composed of up to 2 Subcommittee Chairs and regular/associate members. Size is typically 15-20 members.
  ○ Term Length: COMPASS Subcommittee Chair terms are for one year, renewable for up to two years. In subcommittees with two Chairs, leadership will ideally be staggered. When a subcommittee chair has reached his/her term limit, he/she may continue to serve as Chair beyond the two-year limit, provided no applications are received for the position.
  ○ Average Time Commitment: Members will assist in organizing the annual meeting activities starting in early Spring, which roughly requires 10 hours of work. Members will continue to assist in organizing the approved annual meeting activities in late Summer/early Fall which roughly requires 10 hours of work.
Members will assist in the Annual Meeting activities in December which will require 2-3 hours of work during the meeting. Members will also assist in any year-round projects, which will require roughly 10 hours of work throughout the year. In total, members are required to put in about 32 hours of work throughout the year.

- Approval Process: Prospective Subcommittee Chairs will submit a letter of intent detailing their past involvement and future intentions for the subcommittee. COMPASS Chairs, Subcommittee Chairs, and ASCB staff liaison(s) will approve incoming Subcommittee Chairs. Regular/Associate Members will be approved by the Co-Chairs and respective Subcommittee Chairs.

- Duties:
  - Members will help organize and moderate at least one of the following events at the AM:
    - Career Coaches: Members must assist in deciding the coach topics, determining potential coaches, and reaching out to the coaches to determine their availability for the event.
    - Career Guest Speakers: Members must assist in deciding the guest speaker topics, determining potential speakers, reaching out to the speakers to determine their availability for the event, and drafting proposals for the event.
    - Career Panels: Members must assist in deciding the career panel topics, determining potential speakers, reaching out to the speakers to determine their availability for the event, and drafting proposals for the event.
  - Members will also assist in at least one year-round career event which includes, but is not limited to: career webinars, posting of recordings, Annual Meeting events, and discussion through the ASCB Community, etc.

- Outreach Subcommittee
  - Purpose: The Outreach Subcommittee will provide opportunities for members to gain experience in science communication and assist in growing communication skills through professional engagement opportunities. They will also work to provide opportunities for ASCB members to engage in outreach activities as well as offer opportunities to strengthen their outreach skills by engaging with professionals and people with outreach experience.
  - Size and Composition: Composed of up to 2 Subcommittee Chairs and regular/associate members. If outside members are interested in subcommittees, they must join COMPASS first. Size is typically 15-20 members.
  - Term Length: COMPASS Subcommittee Chair terms are for one year, renewable for up to two years. In subcommittees with two Chairs, leadership will ideally be staggered. When a subcommittee chair has reached his/her term limit, he/she may continue to serve as Chair beyond the two-year limit, provided no applications are received for the position.
  - Average Time Commitment: Members will assist in the COMPASS Blog by submitting at least 3 posts throughout the year, which roughly requires 9 hours of work. Members will assist in editing blog posts throughout the year, which roughly requires ~8 hours of work throughout the year. Members will assist in reviewing Outreach grant applications 3 times a year, which roughly requires about 10 hours of work throughout the year. Members will also assist in helping to plan any Annual Meeting Events, which will require about 3 hours of work throughout the year. In total, members are required to put in about 30 hours of work throughout the year.
Approval Process: Prospective Subcommittee Chairs will submit a letter of intent detailing their past involvement and future intentions for the subcommittee. COMPASS Chairs, Subcommittee Chairs, and ASCB staff liaison(s) will approve incoming Subcommittee Chairs. Regular/Associate Members will be approved by the Co-Chairs and respective Subcommittee Chairs.

Duties:

- Members will contribute at least 3 articles per year to the COMPASS blog and actively edit submitted articles throughout the year.
- Members must review outreach grants during all 3 grant cycles and participate in grant review meetings.
- Members will assist in organizing events for the Annual Meeting, which may include: Outreach/Communication Professional Development Events, Ask A Scientist Bar Night, or other events.
- Members will assist in any other year-round or annual meeting activities that the committee organizes which include, but are not limited to: the ASCB booth at the USASEF, COMPASS Twitter Takeovers, webinars, etc.

AUTHORITY:
None

RESPONSIBILITIES AND DELIVERABLES:

- **Year-Round COMPASS Activities:**
  - Outreach Grants: COMPASS provides opportunities for ASCB members to apply for up to $1000/year for grants to assist in any science-related outreach activities. These grants are offered 3 times a year, and applications are reviewed by the Outreach Subcommittee. Preference for these grants is given to ASCB trainees, cell biology-related projects, projects that have limited funding, and projects that address diverse/under-served communities.
  - COMPASS Blog: COMPASS provides opportunities for its members, as well as ASCB members, to create blog posts that focus on science-related issues facing trainees in our community. These posts also provide the opportunity to spotlight various COMPASS events, including Annual Meeting events, Outreach grant awardee events, and other ASCB-sponsored events.
  - ASCB booth at the USASEF: This event typically occurs every other year. COMPASS members will attend the USA Science and Engineering Festival (USASEF) held in Washington, DC, and host a booth that will encourage young scientists-in-the-making to learn about Cell Biology. This will also serve to spread awareness of ASCB and what our Society can offer. COMPASS members are provided an opportunity to engage with the public about their science and learn communication and outreach skills.
  - Webinars: COMPASS will provide a variety of different webinars throughout the year that will assist in developing skills for trainees and other ASCB members. Topics in the past have included: different career paths, grant writing, outreach skills, communication skills, resiliency, etc.
  - Twitter Takeovers: COMPASS hosts monthly Twitter Takeovers of the ASCB Twitter account. A COMPASS member will post tweets throughout the day to highlight the daily journey of an ASCB trainee. This will help to increase engagement and awareness of both COMPASS and ASCB membership through the public Twitter platform. Twitter Takeovers will also help highlight the personal side of science to any members of the public that engage with the tweets to facilitate communication and outreach. Lastly, this provides an opportunity for our
members to interact with the ASCB community and gain communication skills while meeting new members.

- **COMPASS Events at the Annual Meeting:**
  - Career Professional Development Events
    - Career Coaches: The goal of the career coaching program is for students and postdocs to have an opportunity to speak to a professional about the wide range of careers available to them.
    - Career Guest Speakers: The goal of the career guest speakers is for students and postdocs to have an opportunity to hear from different professionals about different career paths, as well as advice on acquiring these careers.
    - Career Panels: The goal of the career panels is for students and postdocs to have an opportunity to hear from multiple professionals in different career paths to gain knowledge of the career path as well as advice on acquiring these careers.
  - Outreach Professional Development Events
    - Ask A Scientist Bar Night: The goal of this event is to encourage ASCB members to engage with the general public about their science. This will help members interact with non-scientists, as well as get to know other ASCB members that attend. Through this event, members will increase their communication and engagement skills.
    - Outreach Speakers/Panels: The goals of these events are to offer opportunities for our members to learn about hosting successful outreach events, and possible career opportunities in the field.
    - Communications Speakers/Panels: The goals of these events are to offer opportunities for our members to enhance their communication skills and learn about possible career opportunities in the field.
  - Poster Teasers: COMPASS is responsible for reviewing and selecting abstracts for the Annual Meeting Poster Teaser sessions, as well as organizing and moderating these sessions at the Annual Meeting. All COMPASS members, regardless of their intention to attend the Annual Meeting, are expected to participate in the abstract review and selection process. All members attending the Annual Meeting will moderate at least one Poster Teaser session.
  - Open Forum: COMPASS organizes an Open Forum Event for the Annual Meeting focusing on a topic relevant to trainees. Past topics include self-resilience, mindfulness and stress reduction, and giving/receiving feedback. All COMPASS members are encouraged to attend this forum.
  - Combined Committee Events: COMPASS works with other ASCB Committees to organize and run different events at the Annual Meeting. Past co-events include the COMPASS-WICB Panel/Networking session focusing on trainee resiliency and strategies for maintaining mental health as a trainee.

- **COMPASS Liaisons:** Liaisons will be responsible for maintaining relations with other ASCB committees and are expected to attend respective ASCB committee meetings at the annual meeting as well as all-conference calls throughout the year. COMPASS Liaisons will assemble summary statements of other ASCB committee meetings they attend and post them to the COMPASS-Liaisons channel in Slack in a timely manner after each meeting.

**MEETINGS:**
COMPASS-wide Zoom calls are held as needed (generally once a quarter). All members are expected to attend these calls or notify the COMPASS co-chairs prior to the call. Further, both
COMPASS Chairs, at least one Chair from each subcommittee, and the ASCB staff liaison(s), must be on these calls. COMPASS Subcommittee Chairs will provide summaries of their activities during each meeting. These should include a brief description of each subcommittee project, the current status of the project, and a list of actionable items.

COMPASS also has a closed-door meeting to recap our events during the year, discuss Council updates, and suggest/brainstorm new initiatives for the future year. All COMPASS members attending the Annual Meeting are required to attend the COMPASS closed-door meeting to be eligible to receive a travel award.