



Associate Zone Councilor Onboarding Book



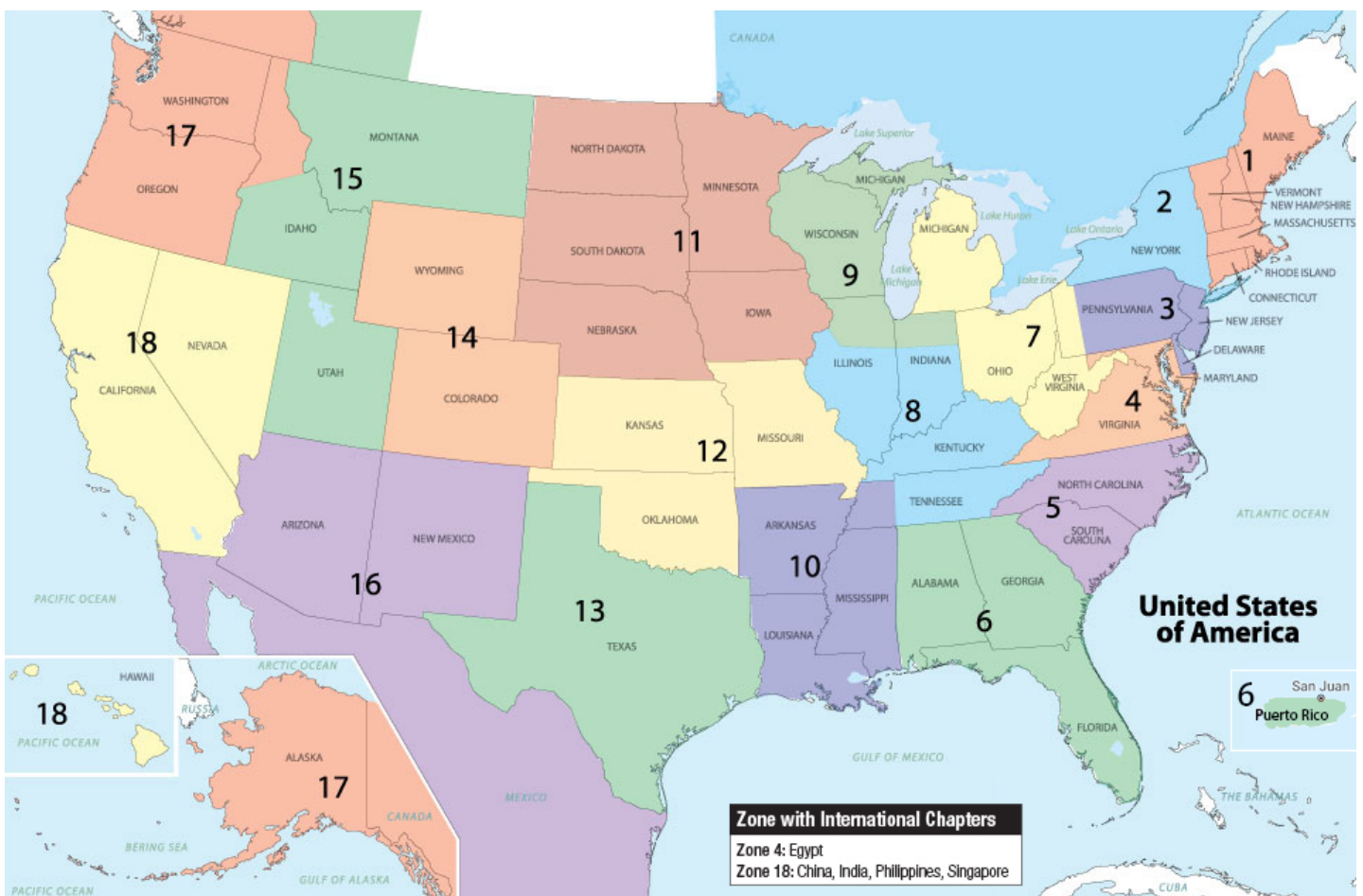
2017-18 National Council

Congratulations and welcome to the National Council!

The National Office is excited for you to join us as part of the SPS National Council family. We are hard at work planning for your arrival at the National Council meeting in September, but wanted to take a moment and provide you with some advice on how to make the best of the next few months. As an Associate Zone Councilor, you are a leader within our community and we wanted to provide you with as many resources as possible!

AZC Responsibilities

- One-year term begins 30 days after elections
- Attend National Council Meetings
 - Annual in-person meeting
 - Quarterly webinars
- Ensure at least one zone meeting occurs each academic year
 - Encourage other chapters to host zone meetings
 - Attend zone meetings
- Communicate with SPS presidents about opportunities and deadlines
- Engage chapter officers to encourage involvement within your zone and with the SPS national community
- Maintain healthy lines of communication with your Zone Councilor, the SPS National Office, and the National Council
- Maintain SPS student membership during term of service



SPS Zone Map

Between Now and September

Below are some tips to help you kick-start your term as an Associate Zone Councilor before the National Council meeting. These items are not all-inclusive or mandatory.

1. Meet / Skype with your Zone Councilor.

Your Zone Councilor is the person with whom you should be in the most contact. Each SPS Zone elects one Associate Zone Councilor (you, an undergraduate) and one Zone Councilor (a faculty member). You can find contact information on your ZC at <https://www.spsnational.org/about/governance/national-council>. We recommend reaching out to your ZC and scheduling meeting either in-person or via a video conferencing service. Establishing a good rapport with your ZC early on will make you a more effective team.

2. Introduce yourself to your fellow Associate Zone Councilors.

You and your fellow AZCs are the undergraduate student leaders of SPS and ΣΠΣ. As members of the National Council, you will join the ZCs, Executive Committee, and National Office to provide the strategic guidance and executive leadership our international organization needs to prosper. Developing a close relationship with the other AZCs benefits both our organization as a whole and you personally. You are all fellow physics-lovers destined for great things. Getting to know each other early on will make your time together at the National Council meeting more fulfilling. Past AZC cohorts have used social media and group chats to acquaint themselves.

3. Get a continuity briefing from the outgoing AZC.

The National Office will schedule a transition call with the outgoing AZC and any incoming, continuing, or outgoing ZCs to discuss the state of your Zone, what they focused on during their terms, and what their recommendations are for the future of the Zone. Outgoing AZCs are a wealth of information and they can be a guiding light for you as you begin your tenure.

4. Become familiar with the National Organization.

Our website (www.spsnational.org) is a great resource to learn about the national organization. Peruse through the site and note all we do. We're willing to bet you'll find resources you did not know we offer. It is important that you have a deep understanding of the resources provided by the National Office because you will be the person your Zone's chapter officers turn to. Familiarize yourself with what we offer: scholarships, awards, career toolbox, publications, and so much more.

5. Ensure you are an official SPS member.

Our bylaws state that 'all elective officers must be current members of the Society of Physics Students'. If you are not currently an official dues-paying member of SPS, begin the membership process on our website.

Suggestions for SPS Chapter Events

There can be no standard program for a chapter because each chapter is unique. The calendar below is provided as a guide for activities and programs chapters may wish to consider throughout the academic year. Every chapter will not choose to engage in every element. Pick and choose those that fit best!

Beginning of Semester:

- Membership Drive:
 - Host a booth during Orientation to acquaint first years with SPS
 - Visit introductory physics classes
 - Post SPS posters & meeting announcements
- Request SPS Sock Kit

September:

- Kick-off social (e.g., Faculty-Student Picnic)
- Fundraisers (Sell used textbooks, bumper stickers, chapter T-shirts, raffle tickets, car wash, etc.)
- Plan major events for the year.
- Plan outreach events for the year. Apply for SPS Fall awards to help fund them (e.g., Marsh W. White, Future Faces of Physics).
- Post materials from SPS Fall Mailers
- Collect dues and do a discounted bulk membership
- Update SPS National chapter information

October:

- Talk by outside lecturer at meeting
- Bad physics movie night
- Attend SPS Zone meeting or regional meeting
- Arrange to attend a national research meeting
- Hold a fundraiser for PhysCon

November:

- Submit proposals for Fall Awards
 - Marsh W. White Award, Future Face of Physics Award, SPS Chapter Research Award, Sigma Pi Sigma Chapter Project Award
- Host an outside speaker/lecturer from the Alumni Engagement Program
- Tour a physics/astronomy research laboratory (industrial, government, or academic)

December:

- Plan for for spring social events
- Host a year end party

January:

- Apply for SPS summer internships
- Plan a member outreach event
- Fundraise for spring events

February:

- Invite a faculty member to talk at monthly meeting
- Host a bad physics movie night
- Submit SPS Scholarship applications (early)

March:

- Invite an outside lecturer to give a talk
- Tour a physics research laboratory (industrial, government, or academic)
- Sponsor a Physics Department Open House
- Vote as a chapter in SPS elections
- Nominate chapter officers for the next academic year
- Attend an SPS Zone meeting

April:

- Sigma Pi Sigma reception, talk, and induction banquet
- Host a speaker at monthly meeting
- Elect chapter officers for next academic year and make a preliminary plan for next year's chapter program.
- Submit new officers to SPS National database

May:

- Host an end of academic year social event
 - Faculty-student picnic, soccer game, etc.
- Submit Chapter Report before everyone leaves for the summer
- Apply for Blake Lilly Prize

Annual Calendar of Awards Deadlines

FALL DEADLINE: November 15

Sigma Pi Sigma Chapter Project Award
Future Faces of Physics Award
SPS Chapter Research Award
Marsh W. White Award



WINTER DEADLINE: January 15

SPS Internships



SPRING DEADLINE: March 15

Outstanding Chapter Advisor Award
SPS Award for Outstanding
Undergraduate Research
SPS Scholarships



SUMMER DEADLINE: June 15

Chapter Reports—Including
the Blake Lilly Prize



SOCIETY OF PHYSICS STUDENTS

An organization of the American Institute of Physics
