



Job Description: SMART Center Chair

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VOLUNTEER POSITION: SMART Center Chair

TIME COMMITMENT: This is a volunteer position with an expected time commitment of approximately 5-10 hours per week, depending on the project phase and committee activities for the entire school year.

DESCRIPTION:

The SMART Center Steering Committee is an advisory committee that provides support and direction to the Director of the SMART Center, a research facility designed to provide middle, high school, and college students with opportunities to perform research with advanced scientific instrumentation. The Chair of the SMART Center Steering Committee is a leadership role responsible for providing assistance, guidance, and support of the SMART Center Director. The Chair will work with the Director to develop research programs, build partnerships with universities, manage financial sustainability, and ensure effective outreach to local communities and educational institutions. This role requires a balance of visionary leadership and hands-on project management to drive the long-term success of the Center.

The role may require occasional in-person meetings at the SMART Center and partner locations.



GUIDELINES: The Chair of the SMART Center Steering Committee will assist the Director in the following areas:

1. Research Program Development

- Assist Director to organize and structure a research program that involves universities and provides ongoing opportunities for students and faculty.
- Develop collaborations with professors and academic institutions, ensuring alignment with the SMART Center's mission.
- Implement mentoring and project management guidance for program participants.

2. University and Gifted Education Partnerships

- Assist Director to build connections with universities to support collaborative research and student engagement.
- Integrate the program with educational curricula, particularly for high school and gifted students, providing pathways for future research projects.

3. Financial Sustainability and Business Development

- Help create and maintain a comprehensive business plan, incorporating multiple value streams such as research projects, summer camps, and community outreach.
- Assist Director to ensure the SMART Center's financial sustainability by managing budgets, securing sponsorships, and maintaining compliance with non-profit regulations.

4. Outreach and Community Engagement

- Help organize exhibitions, outreach events, and hands-on activities to attract students, parents, and potential partners.
- Cooperatively engage with local universities and high schools to foster collaboration and expand the Center's visibility.

5. Succession and Strategic Planning

- Assisting in development of a long-term succession plan to ensure the SMART Center's sustainability and continuity.
- Help set and achieve long-term goals through smaller, actionable steps, collaborating with educational institutions and local scientists.

6. Marketing and Social Media Presence



- Support efforts to enhance the SMART Center's marketing materials and social media presence to raise awareness and attract new partners and sponsors.
- Help leverage collaborations for sponsorship opportunities, promoting activities through various communication channels.