

DFW Mini-CAST
Standing Committee Responsibilities

Communications Chair

- Direct the promotion of Mini-CAST conference on Social Media
- Ensure Mini-CAST conference published on MASS website
- Communicate with Regional ESCs to have conference shared via ESC listserv
- Work with DFW Science Supervisors, Inc. and others to create conference flyer
- Work with programs chair to develop call for proposal flyer
- Ensure call for proposals is published on MASS website
- Promote call for proposals on Social Media
- Communicate with Regional ESCs to push call for proposals via ESC listserv
- Develop Social Media presence for sharing at Mini-CAST
- Direct the sharing of Mini-CAST “live” on social media

DFW Mini-CAST Timeline	
Month	Responsibilities
May	Accept committee chair position
August	Attend committee chairs meeting after MASS
September	Attend committee chairs meeting after MASS
October	Attend committee chairs meeting after MASS
November	Promote Mini-CAST at CAST?
December	Attend committee chairs meeting after MASS
January	Attend committee chairs meeting after MASS
February	Final walk-through after MASS; Oversee Mini-CAST
March	Attend committee chairs debrief meeting after MASS

