



AMERICAN SOCIETY FOR NUTRITION

Groups Engaging Members (GEMs) Leadership Blueprint

INTRO

Hello GEM Chairs! We are so excited to have you in this important leadership role and look forward to collaborating with you. We have put together this blueprint for your reference throughout the year as it outlines leadership structure, leadership duties, year-round initiatives, and GEM programming for ASN's annual meeting, NUTRITION.

WHY GEMS ARE IMPORTANT TO THE AMERICAN SOCIETY FOR NUTRITION

ASN has a successful history of engaging its members in various communities focused on research areas, career stage and/or other common interests.

Convening and cultivating communities of like-minded scientists and clinicians offers several benefits:

- It facilitates and promotes dialogue around specific research and practice topical areas;
- It provides opportunities to members across all career stages to gain leadership experience within the Society;

- It provides volunteer opportunities for new as well as long-time members. (Serving as an abstract review, competition judge, or oral session chair is often the first way a member engages with the society!)
- It helps the society grow in size and influence. GEM leaders contribute to this by encouraging their colleagues, postdocs students and other experts to join ASN, submit their science to ASN publications and meetings and/or get involved in advocacy or other society activities;
- It provides a mechanism to represent and integrate the rich multitude of nutrition-related research and practice topics across ASN's activities.

The resulting vibrant scientific communities are vital to fulfilling ASN's mission to advance the science, practice, and education of nutrition.

LEADERSHIP STRUCTURE

Each GEM will have a leadership team that consists of a chair, past chair, and incoming chair and other desired positions (samples below). As appropriate, GEMS are strongly encouraged to include a student and early career position on the team.

Objective: Build a strong team of leaders with various leadership positions such as:

| CHAIR

The Chair manages leadership team functions, ensures participation by all leadership team members, and ensures that relevant matters are discussed, and decisions are made and followed through. The Chair should work with designated ASN staff members to carry out the following duties:

- Arrange and lead regular conference calls as needed.
- Develop and send out an agenda before each conference call
- Participate in fundraising efforts (donations and fundraising at NUTRITION, or for other activities of the GEM throughout the year to help offset expenses).
- Coordinate GEM-organized events at NUTRITION
- Represent the GEM by attending NUTRITION , which includes chairing the GEM's forum.

| CHAIR-ELECT

- Lead the conference calls in absence of the Chair
- Organize efforts to increase and improve GEM membership recruitment and retention
- An overall 3-year leadership commitment on leadership team (1 year as Chair-elect, 1 year as Chair, and 1 year as Past Chair)
- Attend GEM activities at the NUTRITION
- Participate in fundraising efforts (donations and fundraising at NUTRITION, or for other activities of the GEM throughout the year to help offset expenses).

| PAST CHAIR

- Provide guidance and assistance to the Chair and Chair-elect
- Attend annual GEM activities at NUTRITION
- Participate in fundraising efforts (donations and fundraising at NUTRITION, or for other activities of the GEM throughout the year to help offset expenses).

| SECRETARY

- Record written call notes/items that require follow up and distributes to leadership team as soon as possible following the conference call
- Organize electronic files (e.g., meeting notes, agendas, newsletters, planning documentation, etc.)
- Attend GEM activities at NUTRITION

| AT-LARGE DELEGATE

- Assist with all GEM-sponsored events at the ASN Annual Meeting
- Assist with other duties, such as the development of GEM newsletter, landing page, etc. or other GEM-related communications and GEM-sponsored events at NUTRITION
- Attend the GEM meeting/events at NUTRITION

| STUDENT REPRESENTATIVE

- Engage student members/peers and serve as a point of connection between the GEM and student community.

| EARLY CAREER REPRESENTATIVE

- Engage early career members/peers and serve as a point of connection between the GEM and early career community.

| AWARDS REPRESENTATIVE

- GEM specific award opportunities, if applicable

| ASN CONNECT REPRESENTATIVE

- ASN Connect engagement

GEM Chairs are encouraged to fill open positions via appointment, and if needed, create additional ad-hoc positions/roles to help the GEM achieve its goals.

ASN encourages GEM Chairs to identify and involve members who are diligent, creative, forward-thinkers that will help you and the GEM expand on its previous successes. With a well-rounded team, GEMS can optimize activities throughout the year, further engage members, facilitate collaborations/professional development, and build lasting friendships.

LEADERSHIP DUTIES

Overall, the entire leadership team will work together to:

- Foster community by providing programming and communications to you GEM members
- Lead GEM leadership team to complete key tasks:
 - Confirm abstract categories
 - Abstract review: Identify/confirm reviewers
 - Annual meeting programming (oral/poster sessions, symposia, GEM Forum)
 - Poster competition
- Advise ASN on issues and opportunities within your interest area.
- Support ASN member recruitment and retention efforts through GEM activities, communications, and active engagement with their networks.
- Seek opportunities to generate revenue for annual GEM activities through fundraising and external financial support.
- Recruit fellow ASN members to serve in GEM leadership capacities that support engagement and growth.
- Represent GEM at NUTRITION and other meetings, if applicable.
- Help promote ASN activities to members.
- Help promote ASN activities and membership to nonmembers.
- Encourage the nomination of GEM members for the ASN Foundation's various scientific achievements and other awards.

ASN CONNECT

Each GEM has an individual community on [ASN Connect](#) to [communicate with members](#). This is the primary place for GEM specific announcements and discussions to take place. The GEM leadership should encourage participation of members in ASN Connect and use this great resource for communications and engagement.

To help encourage use of ASN Connect, leadership teams should complete an online profile on ASN Connect and initiate member outreach through postings, sharing resources and facilitating discussions.

Also, short news updates can be submitted for Nutrition Notes, ASN's monthly membership enews. Please notify Mariah Bower (mbower@nutrition.org) of any ASN Connect posts that you would like to be mentioned in Nutrition Notes.

YEAR-ROUND INITIATIVES

These year-round initiatives bring value to members as they provide an opportunity to get involved, engage with each other, increase their knowledge around a specific topic, and grow both personally and professionally. Year-round activities not only increase GEM visibility as it pertains to a specific area of science, but also increases leadership member credibility as they gain experience in planning and implementing ASN programs and activities.

Note: Priority is given to GEM initiatives that secure external funding/sponsorship.

Virtual Webinar/Zoom Meeting Event

1 Educational

- Select topic/speaker that you feel is a good fit for an educational webinar.
- All virtual programming must be approved first by submitting a virtual [meeting request form](#).
 - All forms must be submitted a minimum of 30 days prior to desired event/date time to allow time for approval and promotions.
- Example Form: https://media.nutrition.org/wp-content/uploads/2023/09/N23-SIG-Netowkring-Virtual-Meeting-Request-Form_SIG-Networking-event.pdf

2 Networking

- Also known as ‘Town Halls’ – these events can be hosted by a GEM leadership member and are opportunities to touch base with GEM membership in a casual setting on annual activities, priorities, etc.

3 Professional Development

- Example 1:
 - Aging and Chronic Disease GEM Webinar Series
 - Part 1: Pre and Postdoctoral Career Opportunities in Aging
 - The purpose was to highlight options for graduate/postdoctoral students’ career paths so they can make educated decisions as their career matures
 - Part 2: Professional Opportunities in Aging
 - Provided attendees with an overview of career opportunities from a non-profit, government, and industry perspective. Their speakers presented on the work that they do, followed by time for attendee engagement with the speakers.
- Example 2:
 - Early Career Nutrition Interest Group Webinar Series Sponsored by The National Dairy Council
 - Webinar 1: Funding for Early Career Nutrition Research
 - This event described grant writing strategies for nutrition researchers, with an emphasis on unique considerations for Early-Stage Investigators (ESI). This program featured two presenters with expertise in securing research funding from NIH, USDA, and private foundations, and guiding ESIs in proposal writing. Key points of discussion include 1) identifying relevant and best-fit funding opportunities, 2) communicating with program officials, and 3) constructing a strong proposal (e.g., biosketch, aims page, budget).
 - Webinar 2: Promotion in Academia (CPE Offered)
 - This event covered the strategies nutrition researchers have taken in terms of being promoted in their position. They focused on teaching, research, and early to mid-career transitions. Speakers outlined their personal experiences and shared what worked and did not work for them.
 - Webinar 3: Beyond Academia (CPE Offered)
 - During this event, an expert panel that consists of two representatives from three sectors (government, NGO/Health Associations, and Industry) briefly introduce their career path, share their motivations for a career outside of academia, and give advice on how to secure a career in their chosen sector.

4 Landing Page

- [Example: Click Here](#)

5 Blog Post

- [Example: Click Here](#)

6 Newsletter

- [Example: Click Here](#)



NUTRITION 2024 PREPARATION (OCTOBER-JULY 2024)

Key activities of GEM Leadership Teams for NUTRITION:

- Confirm abstract categories (October)
- Help recruit abstract submitters (November – February) and reviewers (December -January)
- Program abstracts into oral and poster sessions to be held at NUTRITION (late March to early April)
- Plan GEM Forum (60-minute slot) planning with an educational and networking component (January/February)
- Help lead the Emerging Leader Poster Competition (at NUTRITION)

| ABSTRACT PROGRAMMING FOR ANNUAL MEETING

After the abstract review period for NUTRITION has concluded, GEM Chairs will assist in evaluating the submitted abstracts to program abstracts into oral sessions, poster theater flash sessions, and poster sessions.

- Oral sessions feature the presentation of multiple abstracts organized around a common theme and highlight outstanding research representing the abstract topical areas.

Poster Theater Flash Sessions feature flash talks followed by discussion

- by a poster board.

Poster Sessions offer attendees the ideal opportunity to present their own

- research and learn more about their peers' science.

| EMERGING LEADERS IN NUTRITION SCIENCE POSTER COMPETITION

The Emerging Leaders in Nutrition Science Poster Competition recognizes the very best research presented by students and young investigators during ASN's NUTRITION meeting. It is an honor to be chosen as a finalist.

- Presenting authors who are (1) ASN members, and (2) students or postdoctoral fellows are considered for this competition.

The chairs will assist in identifying finalists for the abstract topical area

- relevant to their GEM, identify a lead judge, and recruit poster judges.

This one-hour event is typically held on the first day of ASN's annual meeting. GEM Chairs also recognize the finalists and announce the results

- at their GEM's Forum at the annual meeting.

| FORUM PROGRAMMING

Sponsored GEM forums can receive food, beverage ASN will circulate a proposal that you can distribute to prospective organizations as we approach 2024.





| FORUM PROGRAMMING

Every GEM has an opportunity to host a forum (60-90 minutes) and a basic format for forum activities could be:

- Guidelines for selecting Forum speakers (Ideal)
 - Geographically located near the location of NUTRITION, as ASN is unable to pay for speaker travel.
 - Someone already attending NUTRITION
- Forum structure
 - Intro: 5-10m
 - Hot Topic: 20-30m (1-3 presenters)
 - Networking: 20-30m
 - Other ideas could include:
 - Panel Discussion – engage in discussions with a panel of experts
 - Flash Talks – short 10 min talks highlighting diverse research areas
 - Debate – hear differing viewpoints on a debated topic
 - Prizes/Competitions – chances to win prizes for those who are competitive!
 - Poster highlight – featuring research posters for greater visibility
 - Postdoc spotlight – showcasing GEMing stars

| GEM AWARDS

GEM leaders are encouraged to nominate their members for the ASN Foundation's national awards and help celebrate GEM members who receive an ASN Foundation award or abstract award.

<https://nutrition.org/asn-foundation/awards/>

If funding is secured, GEM specific awards may be initiated. Winners will be acknowledged at NUTRITION 2024 – these monetary awards are a great opportunity for recognition of success within your GEM.

EXAMPLE: CAREER AWARDS

Community and Public Health Nutrition (CPHN)

| CPHN EARLY CAREER AWARD (\$250)

This award will be presented to a young professional in the field of CPHN who completed a terminal research degree within the past 10 years. Successful candidates are individuals with relevant training in CPHN, a track record of quality of research in CPHN, and established impact or potentials of their research. Previous contribution to CPHN GEM and/or ASN at large will also be considered in the selection criteria.





| CPHN MID-CAREER AWARD (\$250)

This award will be presented to a mid-career professional with at least 10 but no more than 19 years of post-terminal degree experience, for outstanding research and contribution to the field of CPHN. The successful nominee must show evidence of reasonable breadth and quality of accomplishments in CPHN and track-records of collaborations and publication records relevant to CPHN. Previous contribution to CPHN GEM and/or ASN at large will also be considered in the selection criteria.

| CPHN ADVANCED CAREER AWARD (\$250)

This award will be presented to a senior professional with 20 or more years of post-terminal degree experience. The successful recipient must demonstrate significant breadth and quality of accomplishments in CPHN and leadership and impact of candidates' research and contribution. Previous contribution to CPHN GEM and/or ASN at large will also be considered in the selection criteria.

| EXAMPLE NOMINATION PROCESS

- Nominee must be a current ASN and a CPHN GEM member.
- Nomination package should also include:
 - The required questions below; Self-nomination is acceptable.
 - A concise CV of nominee that includes key publications and a link to the full publication history in peer reviewed journals (less than five pages).
 - Up to two support letters that highlight the significance of a nominee's work, their accomplishments, and contributions to CPHN GEM (if applicable), is required.
 - Award category to which an individual is being nominated must be indicated on the nomination form. Only ONE category can be selected per one nominee.

| EXAMPLE SELECTION PROCESS

- An awards task force will be appointed yearly to rank candidates based on each award criteria.
- Awards will be given to individuals, not a group of collaborators
- Awardees will be honored at CPHN GEM annual business meeting.

| THIS IS AN AMAZING OPPORTUNITY FOR ASN MEMBERS

- Awardees can be recognized during the GEM forum
- Acknowledged for the achievements (certificate)
- Win monetary award, if funding is secured
- Add this achievement on their CV