



## AISES Regional Student Representative Roles & Responsibilities

The following are general areas of responsibility that the Regional Representatives will assume with their position:

1. Serve as Regional Liaison to Chapters in your region
2. Communicate with National Student Representative(s) and Other Regional Representatives
  - Participate in regularly scheduled meetings
  - Be available and responsive by email (maintain reliable email address)
  - Develop timeline of regional activities
3. Communicate with AISES Headquarters
  - Participate in regularly scheduled meetings
  - Be available and responsive by email (maintain reliable email address)
  - Provide regional conference information
4. Disseminate and collect information within your region
  - Maintain current listserv of chapter officials and advisors
  - Liaison with professional chapter(s) within your region
  - Distribute announcements:
    - National Conference
    - AISES Scholarships
    - AISES Internships
    - Other national announcements or opportunities
    - Other regional programs/information/opportunities
  - Collect information from Chapters:
    - Chapter Reports
    - Chapter and Regional program announcements
    - Chapter updates
    - Web updates
5. Ensure Chapter compliance with AISES Headquarters requirements
  - Membership
  - Reporting - general
    - Annual Chapter Reports
    - Online Chapter Updates
    - Monthly Chapter Updates
6. Assist with Chapter Development
  - Establishing New Chapters
  - Re-activating Chapters
  - Chapter Activities
7. Be involved in planning of and carrying out of annual Regional Conference
  - Establish location, date, point of contact
  - Participate in fundraising activities
  - Report on regional conference (format to be determined)
  - Disseminate announcements to:
    - Chapters within your region
    - National student representative(s)
    - Other regional representatives
8. Participate (attend) in the following AISES events: National Conference, Leadership Summit and Regional Conference.