



## AISES Regional Student Representative Roles & Responsibilities

The following are 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 to representatives (maintain reliable email address)
  - Consistently monitor and respond to emails that are sent to the regional AISES email address
  - Develop timeline of regional activities
3. Communicate with the AISES National Office
  - Participate in regularly scheduled meetings
  - Be available and responsive by email to AISES Staff (maintain reliable email address)
  - Report any technical issues related to the regional AISES email address
  - Provide regional conference information
4. Disseminate and collect information within your region
  - Maintain regional social media accounts and 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 requirements
  - Membership
  - Reporting - general
  - Annual chapter reports and chapter updates

6. Be involved in planning of and carrying out of annual Regional Conference
  - Establish location, date, point of contact
  - Disseminate announcements to:
    - Chapters within your region
    - National Student Representative(s) and other Regional Representatives
    - Participate in fundraising activities
    - Report on regional conference (format to be determined)

\* These are general areas of responsibility. The in-depth roles and responsibilities of AISES Student Representative are more completely outlined in the AISES Student Representative Handbook.