



American Indian Science & Engineering Society General Overview of Roles and Responsibilities of National Student Reps

Student Representatives serve as the voice of the student membership of AISES. Student Representatives communicate with both the National AISES Office, and the national and regional student body. Student Representatives can then evaluate common issues and concerns, and can make recommendations for ways to improve AISES' service to its customers. Ultimately, Student Representatives can be an integral and active participant in improving the quality and kinds of services that AISES provides to its students.

THE ROLE OF THE NATIONAL STUDENT REPRESENTATIVE (NSR)

- as the primary student 'ambassadors' of the organization
- as the primary point of contact to Regional Student Representatives
- as a resource to other students within the organization
- as Student Members of the Board of Directors.

NSRs are ambassadors to outside organizations in the sense that they represent AISES in a wide spectrum of events and activities. NSRs should be familiar with the mission, goals and objectives of AISES programs, activities and events that occur throughout the organization every year, so that they may speak about these issues in an informed and competent manner with corporations, federal agencies, tribal entities and other organizations as necessary.

NSRs are held to a strict code of conduct, and are expected to maintain a high degree of professionalism, honesty and integrity in their representation of the organization. NSRs are expected to abide by and promote the AISES Code of Conduct at all times during AISES activities or while representing AISES at other events.

ROLES AND RESPONSIBILITIES

The following are areas of responsibility that the National Student Representatives will assume with their position.

Liaison to Regional Representatives

The National Student Representative will liaison with the seven regional student representatives to provide a comprehensive and systematic network of information and resources to the entire student membership. They will accomplish this through regular scheduled conference call communication, email and attendance at and participation in required student business meetings, and via other methods as appropriate.

Communicate with Regional Student Representatives

The NSRs will schedule and participate in regularly scheduled meetings with the Regional Student Representatives, and will be available and responsive by email.

Attendance at the NSR's Regional Conference

NSRs are required to attend their regional conference. NSRs should attend and actively participate in their regional conference, to bring together his/her constituents and to facilitate discussions on student issues/concerns and AISES programs and activities.

Communicate with AISES Headquarters

The NSR will participate in regularly scheduled meetings, and will be available and responsive by email. Regular contact must be sustained between the NSRs and AISES Higher Education Department. The frequency of meetings can be determined jointly between the Higher Education Department and National Student Representatives, and will most likely be held via teleconference. Topics that may be addressed include planning for the Leadership Conference or National Conference, discussions regarding regional resource or program deficiencies, program assessment/review, chapter retention and recruitment, and new chapter development.

Student Advisor to the AISES Board of Directors

NSRs are student advisors to the AISES Board of Directors. NSRs are not yet voting members of the Board of Directors. The AISES Board of Directors has four quarterly meetings throughout the year. NSRs are required to attend these quarterly board meetings. Expenses for their attendance are covered by the AISES national office, unless funding is available from another source.

The main objective of having NSRs participate in the Board of Directors meetings is to keep the Board apprised of and in touch with the student membership of AISES and to allow valuable input from the student membership on matters before the Board. NSRs will make presentations and reports to the Board of Directors on issues and activities as directed by the Board, or when the NSR determines there is a need for the Board to address a particular issue.

NSRs may be provided with sensitive and confidential information and materials during the course of their tenure, both in written and oral form. NSRs are expected to maintain the highest degree of professionalism, discretion and confidentiality in all matters and are responsible for securing all documents, materials and information of a sensitive nature to prevent unauthorized disclosure or use.