AISES National 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 (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, and utilize for and also maintain the regional social media accounts:
     - 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 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)
• 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.