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.