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.