

# Student Representative to the Board (SRB) Job Description

## Student Member Representation

If a chapter includes one or more student chapters in its geographic territory, the board of directors shall include as a voting member thereof, a student member, selected by the board to such position for a single one-year term, from among qualified candidates nominated by student chapter presidents, faculty advisors or chapter board members. Qualifying students may also independently submit applications to the board of directors for consideration in the SRB candidate pool. In order to qualify for such board position, the nominee or applicant must be 1) a member of a student chapter operating in the chapter's geographic area and 2) entering an advanced (upperclassman) level of their program at the time of nomination. The SRB shall be selected by the seated chapter board of directors during dates that coincide with chapter board elections but no later than March 30 of each year, to begin serving on the board beginning October 1.

## The SRB is responsible for representing all student chapters and student members at large within the chapter and

- Attends online ASID Leadership Training Program web events for the SRB position, as well as chapter-hosted leadership training
- Attends all professional chapter board meetings as a voting member and acts professionally and responsibly as an active board member
- Serves as the liaison between the professional chapter, student chapters and student membership at-large and communicates regularly with all parties to include
  - Student chapter presidents
  - Student chapter faculty advisors
  - Student chapter professional liaisons
  - Student affairs committee chair
- Writes a brief report following each professional board meeting, covering information of interest to students, and sends it promptly to each student chapter
- Reports on students' concerns and achievements at chapter board meetings
- Visits all design programs in the chapter at least once during the school year (if possible) and works to establish student chapters at schools which lack one
- Communicates with the national ASID Student Advisory Council (SAC)
- Encourages student participation in ASID programs which are offered on both national and chapter levels
- Maintains and updates contact information for student chapter officer rosters and forwards to ASID Headquarters at [emergingleaders@asid.org](mailto:emergingleaders@asid.org)
- Assists the chapter student affairs committee in coordinating and promoting chapter sponsored student programs and events such as Career Day

- Orients successor SRB

### **Responsibilities of the Professional Chapter to the Student Chapter(s)**

- Each chapter wherein a student chapter exists shall hold one Student Career Day each year.
- Establish a Student Affairs Committee that plans and produces programs and events of value to student members, such as Career Day, mixers, graduates receptions, leadership training, scholarships, mentoring programs, etc. The SRB will likely serve as a member of the committee but should not chair the committee or be solely responsible for planning committee programs—especially Career Day.
- Chapters that have more than one student chapter in their area shall invite, in addition to the SRB, a student representative from each of the other schools to attend chapter board meetings as observers as well as participate as a member of the Student Affairs Committee.
- Designate a student chapter professional liaison (professional, allied, associate or Industry Partner representative members) for each student chapter to
  - Speak with the student chapter on a mutually agreed upon topic at least once a year
  - Work with the student chapter president and faculty advisor in delivering pertinent professional chapter information to student members
  - Provide additional support to the students throughout the year
- Place student chapters on all mailing and distribution lists to ensure receipt of notices for chapter meetings and events, to which students shall be invited to attend.
- Encourage student participation on all chapter committees.
- Promote RealWorld DesignWeek to all members in the chapter and encourage participation as a job shadow mentor or mentee. Help to find mentors for unpaired students.