



ASID STUDENT AFFAIRS COMMITTEE CHAIR + STUDENT REP TO THE BOARD CHEAT SHEET FOR ASID CHAPTERS

STUDENT AFFAIRS COMMITTEE CHAIR (SACC)

The member ensures that the professional chapter provides interaction and events of value for all ASID student members

ASID STUDENT AFFAIRS COMMITTEE CHAIR (SACC) GENERAL OVERVIEW:

The Student Affairs Committee Chair is a required chapter leadership position to be filled by someone other than the Membership Director; which could include either an active ASID practitioner or industry partner. The Student Affairs Committee Chair is NOT a voting member of the Chapter Board; however, the Chair position contact information must be submitted to ASID along with a chapter's 4th quarter financial report. This Chair's primary responsibility is to ensure that communication and programming of value to students is provided at the Chapter Level.

DUTIES AND RESPONSIBILITIES:

- Reports to the chapter Membership Director
- Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
- Ensures that all chapter communications are conducted in accordance with ASID brand identity and standards
- Receives Society leadership training for Student Affairs Committee Chair
- Works with the ASID Chapter Services and the Student Advisory Council (SAC) as needed regarding strategies to engage students on a chapter and national level
- Works closely with the SRB to support communication and provide programming
- Provides outreach to graduating student members with the Advancement program
- Provides resources and guidance for ASID Faculty Advisors
- Encourages the integration of students into the chapter leadership structure
- Encourages the participation of students in annual chapter events such as Career Day
- Fosters the self-organization of student peer groups on a chapter level
- Ensures that the chapter provides programming to meet the specific needs of students such as career development training and networking events

STUDENT REPRESENTATIVE TO THE BOARD (SRB)

Chapter boards select next year's Student Representative to the Board (SRB), from a pool of nominees or applicants, by March 30.

SRB GENERAL OVERVIEW:

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
- Assists the chapter student affairs committee in coordinating and promoting chapter sponsored student programs and events such as Career Day
- Orients successor SRB

Refer to the SRB Job Guide, Toolkit and Candidate Application Form for detailed information.

THE STUDENT AFFAIRS COMMITTEE CHAIR WORKS TOGETHER WITH STUDENT AFFAIRS COMMITTEE VOLUNTEERS AND THE SRB TO ORGANIZE AND/OR SUPPORT ANNUAL STUDENT EVENTS:

STUDENT LEADERSHIP SUMMIT – A training event for student chapter presidents, faculty advisors, the SRB and chapter board. Hold prior to or early in the school year (August)

MIXER – A meet and greet social. Invite all students, faculty advisors and chapter board members. Hold early in the school year (September).

REALWORLD DESIGNWEEK* - A national and annual job shadowing program. Promote to all members of the chapter in the summer/fall months. Publicize member participation (November).

CAREER DAY* - A 1-2 day event to prepare students for an interior design career—to include speakers, product demos, portfolio review, networking, awards, etc. Hold fall or spring semester (October - April).

GRADUATES RECEPTION - An event to honor graduates and educators and promote advancement to Allied membership. Align with key graduation times (December and May).

*Required

Also consider: exhibitions/show houses, competitions, scholarships, community service projects, mentoring programs or design firm tours. Refer to the Student Affairs Committee Chair Job Guide, Student Affairs Committee Toolkit and the ASID Career Day Guide for detailed information.

STUDENT MEMBERSHIP MARKETING AND RECRUITMENT

Print and pass out flyers, hang signage up in a campus commons area, share the ASID story, brand a student event or show a video in an interior design classroom or at Career Day. These online tools will help you inform and attract potential ASID student members.

- **STUDENT MEMBERSHIP POSTER**
- **STUDENT MEMBERSHIP BROCHURE**
- **“JOIN ASID STUDENTS” TWO SIDER**
- **STUDENT CHAPTER REBATE PROGRAM TWO SIDER**
- **STUDENT RECRUITMENT TALKING POINTS – FOR CAMPUS VISITS**
- **STUDENT RECRUITMENT VIDEOS — “ARE YOU READY?” AND “GET CONNECTED”**
- **STUDENT CHAPTER BRAND MATERIALS AND LOGOS**

ASID SUPPORT - STUDENTS

There are many resources to help chapters understand ASID student chapters, student-related leadership positions and student-specific chapter programs.

ONLINE AT WWW.ASID.ORG

Chapter Resources

- SRB Job Guide, Toolkit and Candidate Application Form
- Student Affairs Committee Chair Job Guide and Toolkit

Chapter Resources > Student Chapter Resources

- ASID Leadership Training Program Modules
- Student Chapter Manual and How-to Guides (including Career Day)
- Student Membership Marketing and Recruitment Tools
- Student Chapter Brand Materials and Logos

CONTACT US

ASID Student Chapter Services

emergingleaders@asid.org / 202-546-3480

Student Advisory Council (SAC)

sac@asid.org