

Student Chapter President Job Guide

The president is responsible for leading the student chapter with a primary objective to facilitate the creation of programs of interest for the student chapter members. The ASID student chapter president served as president-elect during the previous year. He or she presides over meetings and appoints members to fill committee vacancies. The president is the direct link between the student chapter and the professional chapter—through the Student Representative to the Board (SRB), the ASID Student Advisory Council (SAC) and the student and emerging professional programs department at ASID headquarters.

Duties and Responsibilities

- Upon election results, submit one's name and all additional incoming student chapter board officers to the professional chapter president, chapter administrator and the ASID Student and Emerging Professional Programs Department at emergingleaders@asid.org
- Attend online ASID Leadership Training Program web events for the student chapter president position
- Represent the student chapter membership at all times and attend professional chapter meetings when possible
- Preside over chapter meetings. To provide continuity, try to have at least one meeting per month at a regular date and time.
- Delegate tasks to be done to other officers and committee chairs.
- Communicate regularly with the chapter Student Representative to the Board (SRB)
- Lead efforts to recruit new student chapter members
- Survey student chapter members to determine potential programs of interest
- Work with fellow officers and faculty advisor to plan student chapter events, programs and opportunities of value
- Participate in and promote Student Career Day hosted by the professional chapter
- Volunteer to help plan student events at the professional chapter level
- Communicate information from ASID headquarters to student members and share news about successful student chapter events/programs with headquarters

For additional information on student chapter structure, tips for motivating volunteers, effective meeting management, organizing chapter programs and more, please refer to the ASID Student Chapter Manual (located on the Student Chapter Resources section on www.asid.org).