



Job Duties for Student Representative and Associate Student Representative

Student Representative (SR)

A Student Representative (SR) shall be a student elected by the student members of his/her region to perform the following duties:

Regional Duties

1. Solicit input from members in the region regarding Society policies and activities.
2. Respond to concerns of students within region.
3. Regularly contribute to and aid in the production of regional and Student Leadership Committee publications, including writing feature articles.
4. Regularly solicit articles from members and chapters in your region for official Student Leadership Committee publications.
5. Regularly participate in any and all official regional and Student Leadership Committee communications and activities.
6. Contact Regent, Associate Student Representative (ASR), and Student Leadership Committee at least once a month.
7. Be available for possible visits to other chapters within region.
8. Work closely with Regent in planning regional conferences or other activities.
9. Keep a record of all correspondence during tenure.
10. Send a note of welcome to new and reactivating chapters within region.
11. Delegate a reasonable number of duties to the region's ASR.
12. Assist in training and coaching the region's succeeding SR and ASR.

National Board Duties

1. Attend all necessary Board and committee meetings.
2. Serve on Student Leadership and two other committees as appointed by Society President.
3. Aid in the development and implementation of the Leadership Workshop.
4. Submit an annual report to the Board.
5. Represent concerns of students within region to the Board.

International Convention Duties

1. Attend international convention.
2. Moderate regional meetings and activities.
3. Host official Student Leadership Committee activities, including the Leadership Workshop, social events, and other activities as necessary.
4. Introduce, preside, and/or moderate sessions and activities as designated by the convention chair.

Student Representatives shall serve a term beginning upon their election at the international convention and ending on June 1st of the following year. Candidates for Student Representative must meet the requirements and adhere to the guidelines outlined on the application and the Sigma Tau Delta Website. Each new Student Representative shall be given a letter of welcome from his/her Regent, including all addresses and phone numbers at which the Student Representative may contact the Regent. SRs are required to attend Board meetings and the international convention. Travel expenses for these events are funded by the Board.

Associate Student Representative (ASR)

An Associate Student Representative (ASR) shall be a student elected by the student members of his/her region. An Associate Student Representative's role will be primarily concerned with assisting the Student Representative in regional duties. The ASR will:

Regional Duties

1. Regularly contribute to and aid in the production of regional and Student Leadership Committee publications, including writing feature articles.
2. Solicit feedback from members in the region.
3. Fulfill responsibilities delegated by the Student Representative, including but not limited to: aiding Student Representative and Regent in responding to concerns of students within region; collaborating with the Student Representative on official publications; working closely with Regent and Student Representative to plan and facilitate cooperative activities among chapters in the region.
4. Contact Regent, Student Representative, and Student Leadership Committee at least once a month.
5. Be available for possible visits to other chapters within region.
6. Keep a record of all correspondence during tenure.

National Board Duties

1. Submit an annual report to the Student Leadership Committee and the Central Office.
2. Advise the Student Leadership Committee and Student Representative on the submission of annual reports to the Board.
3. Contact the Student Representative and Regent to report concerns of students within the region to the Board.
4. Serve on Student Leadership Committee and other Board committees as appointed.

International Convention Duties

1. If attending, assist with registration, regional meetings, panels, and convention activities when possible and appropriate.

If, as assessed by the Regent, the Student Representative should not be able to complete his/her duties, the Associate Student Representative will take over the position, title, and duties as specified by the Sigma Tau Delta Constitution/organization. Because the Associate Student Representative's duties are primarily regional, those elected to the position cannot be Board-funded to attend Board meetings or the international convention; however, some regional funding may be available to assist ASRs with travel to the international convention.