**Section/Student Affairs Chair (as applicable)**

**Purpose:** The chapter section/student affairs chair ensures that members of the chapter’s sections and student sections are informed of chapter business and that their needs and interests are represented within the chapter Executive Committee.

**Key Responsibilities:**

* Serve as liaison between chapter leadership and the leadership of chapter sections/student sections
* Coordinate communication with all sections/student sections on the chapter’s behalf
* Ensure that section/student section leadership attend one or more chapter meetings annually
* Communicate with chapter Executive Committee about section/student sections issues, needs and interests
* Ensure that chapter sections/student sections hold elections in alignment with their bylaws
* May coordinate and/or partner with other chapter officer(s) to coordinate chapter scholarship program, including serving as liaison with ASSP Foundation, soliciting donations, supporting promotional efforts to recruit applicants and recognizing scholarship recipients
* Attend chapter section/student section meetings as needed/requested
* Attend chapter general membership and Executive Committee meetings as needed/requested

**Support:**

* Online resources from ASSP, Community Leader Resources
* Transition meeting with outgoing chapter section/student affairs chair
* Additional support available from chapter president and ASSP Chapter Services

**Benefits:**

* Opportunity to develop leadership skills
* Opportunity to expand professional network
* Earn certification maintenance points

**Time Commitment:**

* Term of office: Preferably 1 year, July 1 - June 30
* Average hours per month: Up to 7 hours

**Qualifications:**

* Must be an ASSP member in good standing
* Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
* Helpful to have experience working with college/university students and/or higher education
* Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Complete officer training in Community Leader Resources:
1. Chapter operations
2. Society overview
3. Chapter rosters
4. ASSP Code of Professional Conduct
* Recommend completion of two additional officer training modules:
1. Membership recruitment
2. Membership retention
* [additional chapter-specific duties]