



AZ ASSE

Executive Board – Position Description

Student Section Advisor

- 1) Service
 - a) Term is for one year, July 1 to June 30
 - b) Multiple terms are allowed
 - c) Chair may establish committee
 - d) Position is appointed by President
- 2) General
 - a) Recruit new ASSE student members
 - b) Verify and sign all student membership applications
 - c) Provide continuity for the student section
 - d) Advise student officers on school policies
 - e) Assist student officers in the development of leadership skills
 - f) Act as primary advisor on ASSE's mission, vision and values
 - g) Attend all student section meetings and events
 - h) Advise the Chapter Executive Committee of student section activities
 - i) Monitor the financial activities of the student section

- j) Work with student officers on the development and maintenance of student section bylaws
 - k) Encourage student and chapter members to participate in the activities of the student section
 - l) Suggest suitable service projects
 - m) Advise student officers and members on program planning
 - n) Assist in the Outstanding Student Section Award application (meeting minimum qualifications for the award provides \$500 for the student section).
- 3) Specific (from AZ ASSE Long Range Plan)
- a) None
- 4) Performance (from Chapter Stars Recognition Program (CSR)).
- a) None