



Student Chapter Liaison Guide

This guide has been prepared to aid Student Chapter Liaisons address student needs by

- Outlining the responsibilities of the Student Chapter Liaison
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- Providing a timeline of student chapter activities and programs, as well as professional chapter activities that encourage student participation

Who should be appointed as a Student Chapter Liaison?

The chapter president of each professional chapter is asked to appoint one Student Chapter Liaison to each student chapter. The only requirement for the Student Chapter Liaison is that he or she is a current and active member of the professional chapter with a strong interest in student affairs. The Student Chapter Liaison can be a professional member, allied member, Industry Partner representative or an educator member of ASID.

NOTE: The president or student affairs chair may wish to contact the student chapter to discuss an appropriate liaison for that chapter.

Why is the role of the Student Chapter Liaison so important to the student chapter?

The Student Chapter Liaison serves as the primary communication link between the students and professionals. Developing a positive working relationship between the student chapter and the professional chapter encourages student members to support professional chapter activities. Students are more willing to get involved when they feel their participation is valued. Students are the future of ASID and bring the Society fresh insights and new perspectives.

How is the Student Chapter Liaison different from the Student Affairs Chair?

There is only one student affairs chair per chapter. That person oversees chapter programs for students including The Gathering, Career Day and the Spring Reception for graduates. There is one Student Chapter Liaison for each school in the professional chapter's region; therefore, if there are five schools there must be five Student Chapter Liaisons. The Student Chapter Liaison is the link between the professional chapter and an individual school.



How can student members become involved in professional chapter activities?

The professional chapter is always in need of volunteers who are willing to give their time and talent to support programs and serve on committees. Student members are a wonderful source of enthusiasm and fresh ideas. The following are some of the many ways student members can get involved.

- Volunteer to serve on committees for annual benefits and fundraisers.
- Sell tickets, serve refreshments and work as guides and docents.
- Sort and collate professional chapter materials for mailing.
- Help with publicity by creating distributing flyers and posters.
- Set up student portfolio displays for student career day and other student programs sponsored by the professional chapter.
- Assist in designing rooms for show houses.
- Volunteer in community work projects sponsored by the professional chapter.
- Submit articles for the professional chapter newsletter.
- Participate in panel discussions and design competitions.
- Teach professional members new computer skills.

The Student Chapter Liaison's responsibilities to the student chapter

SERVE AS A REPRESENTATIVE TO ONE STUDENT CHAPTER ONLY

- Inform student affairs chair of student chapter activities
- Express the needs of the student chapter to the professional chapter
- Report back to the student chapter on professional activities
- Keep in contact with the faculty advisor via e-mail and encourage faculty membership in ASID

HAVE A STRONG PRESENCE AT STUDENT CHAPTER ACTIVITIES

- Attend the first meeting of, and act as an advisor to, the student chapter board
- Help the student chapter develop a strategic plan
- Share ideas for fundraising, membership, etc.
- Assist in the planning and implementation of student activities, i.e., programs, talks, etc.
- Act as a contact to other professionals and industry members for speakers, funding and advice
- Help coordinate field trips and volunteer opportunities for student members

PRESENT IMPORTANT ASID INFORMATION AT STUDENT CHAPTER MEETINGS

- Educate the students on the importance of licensing and preparation for the NCIDQ exam
- Prior to graduation, explain the allied membership advancement procedures
- Inform student chapter of scholarship and competition information
- Review the professional code of ethics with the student chapter



REMEMBER: The Student Chapter Liaison serves as an advisor to the student chapter. The liaison's role is to support the student chapter board while respecting their authority as officers of the student chapter.

A NOTE TO THE STUDENT CHAPTER LIAISON:

One of the greatest rewards of serving as a Student Chapter Liaison is the opportunity to be a part of the growth and development of tomorrow's interior designers. Some students are apprehensive about attending meetings and meeting practitioners. It might take more than one invitation or suggestion to have them attend an event. You are in a position to make a tremendous difference in the career development of these students and are their link to the professional chapter and the interior design industry.

Responsibilities of Student Chapter Members

- Provide the Student Chapter Liaison with a current roster of the student chapter board, faculty advisor and student members.
- Participate in professional chapter activities.
- Volunteer to help with professional chapter programs and activities when appropriate.
- Attend and support student programs and activities planned and funded by the professional chapter. (Students should always dress and conduct themselves in a professional manner when attending these events.)
- Provide the Student Chapter Liaison with an updated list of graduating students who are eligible to advance into allied membership.
- Keep the Student Chapter Liaison informed of student needs and counsel with him or her on how to best meet those needs.
- Be prompt, courteous and considerate of the Student Chapter Liaison's time demands and other responsibilities.
- Be appreciative of the time, effort and support of the Student Chapter Liaison to the student chapter.