



## **Student Advisory Committee Members Position Description**

### **SAC Description**

Students wishing to take an active role in the leadership of the Health, Safety, and Well-being Initiatives of NASPA may seek positions on the Student Advisory Committee (SAC). The SAC works with the SAC Director to build cohesion among affiliates, to gather information about affiliate activities for publication in regional and national peer education materials, and to promote student interests in the actions of the Health, Safety, and Well-being Initiatives. There is an SAC representative selected to represent each of the seven NASPA Regions.

### **Requirements**

Requirements to apply for a Regional SAC are as follows:

- Being a full-time undergraduate student
- Active in a peer education group
- Peer education group is at a campus with a NASPA Institutional Membership

Each SAC application will be reviewed and selected by a national committee.

### **Time Commitment**

The position of the SAC Representative is held for one year. The time commitment for this position is equivalent to one college credit course. At various times, the position as SAC Representative requires more time commitment than other occasions.

### **Duties of a Student Advisory Committee Representative**

#### *Networking*

SAC representatives will stay connected with their peer education community. SAC representatives maintain a working relationship with one another, the SAC Director, the National Staff, and their respective Regional Consultant and Regional Teams.

SAC representatives may choose to utilize e-mail, telephone calls, or personal visits (when appropriate) to connect with members. Various social media and email tools will also be used to enhance area unity and understanding of member concerns and issues. SAC representatives will have the opportunity to create and publish blog content on the Health, Safety, and Well-being Initiatives website promoting peer education issues.

### *Conference Calls and Communication*

SAC representatives will participate in conference calls, which will be scheduled by the SAC Director and NASPA staff on a monthly basis. SAC representatives should make every effort to be on these calls. SAC should give timely notice to the SAC Director if they need to miss a call and are responsible for reviewing the content of the call notes as provided by the SAC Director. SAC are also required to utilize social media and email communication in appropriate ways to communicate with peer educators, regionally and nationally.

### *Travel*

SAC members will travel to a designated city over the summer for SAC Training (**June 21 – 23, 2019 in Baltimore, MD**). SAC members will also travel to the annual General Assembly (**November 21 – 23, 2019 in Baltimore, MD**). SAC members will play an active role in the planning of General Assembly, including program review, session planning and on-site support.

Travel expenses are covered for both trips. It may also be expected that the SAC representative attend their regional Spring Conference prior to the end of their term in office. SAC members are required to engage in the planning committee for their regional Spring Conference, engage in program selection and awards nominations.

### *Recruitment and Training*

SAC representatives are expected to actively recruit for the upcoming SAC. Additionally, they will be expected to communicate with the incoming SAC on responsibilities and expectations from the region before the end of the term.

### **Terms of Office**

- SAC representatives will be selected for a term of one year.
- The term will commence from May 1<sup>st</sup> through April 30<sup>th</sup>.
- A person is permitted to serve a total of two terms as an SAC representative. These two terms are not required to be consecutive.