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STUDENT CHAPTER LIAISON Roles and Responsibilities

The Student Chapter Liaison is tasked with promoting the advancement of the transportation planning and engineering profession by fostering the close association of student members with ITE professionals. Student members are valuable assets as the future leaders of the Institute. The Liaison is charged with promoting proactive interaction with students through various programs, awards, and annual meeting activities. The major responsibilities of the Student Chapter Liaison are outlined below.

LIAISON WITH STUDENT CHAPTERS

The Student Chapter Liaison is responsible for coordinating student activities by working as a liaison to a student chapter within the District or Section. The Student Chapter Liaison is responsible for confirming that the student chapter submits names and contact information for faculty advisors and elected leadership whenever a change occurs but at least annually. Additionally, the Student Chapter Liaison should confirm International, District and Section information regarding student programs, competitions, and activities are sent to faculty advisors and student chapter members.

LIAISON WITH DISTRICTS

The Student Chapter Liaison may participate in the District student-related committees and act as a conduit between the District, Section, and Student Chapters. This includes encouraging student involvement in district meetings and student leadership summits (SLS).

LIAISON WITH SECTION

The Student Chapter Liaison should work with their Section to promote student initiatives. The Student Chapter Liaison should provide a written report to the Section Board on at least an annual basis. The report should, at a minimum, detail the activities of the Student Chapter during the period since the previous report as well as provide updated lists of faculty advisors and student officers. The report should be provided to the President in advance of the meeting for inclusion in the handout materials. The Student Chapter Liaison is invited to attend these Board meetings to present the report.

ASSIST WITH STUDENT CHAPTER MEETINGS

The Student Chapter Liaison shall assist the Student Chapters in coordinating their regular meetings including identifying technical speakers and outreach events. The Student Chapter Liaison should attend the Student Chapter meetings if possible and promote Section and District activities and events. In addition, the Student Chapter Liaison shall forward professional meeting notifications to the Student Chapters and encourage students to attend professional ITE meetings and events. The Student Chapter Liaison shall also serve as a contact point for the Student Chapters for technical tours and field trips.

PARTICIPATE IN STUDENT LEADERSHIP SUMMITS

Participation by the Student Chapter Liaison at the Student Leadership Summits (SLS) is encouraged but not required. The Student Chapter Liaison should encourage students to participate in the SLS each year. The Student Chapter Liaison should also serve as an advocate for funding at the Section level to support SLS attendance. If the student chapter wants to host a future SLS, the Student Chapter Liaison should guide them through the proposal process.

ASSIST STUDENT CHAPTER WITH ANNUAL REPORT

Student chapters are required to submit a Student Chapter Annual Report each year. At a minimum, the Chapter should submit the two-page standard form and include the current Faculty Advisor's contact information. The Student Chapter Annual Report should include current contact information for the faculty advisor and student officers. In the event a student chapter does not submit their report, the Student Chapter Liaison should contact the faculty advisor and/or the school's Department Chair to get current information. The Student Chapter Liaison shall assist the Student Chapters as needed and ensure the Student Chapter submits the report to the District by the defined deadline.

ASSIST WITH PREPARATION FOR TRAFFIC BOWL AND OTHER COMPETITIONS

The Student Chapter Liaison shall work with Section and District Traffic Bowl Coordinators to obtain the date of planned competitions at each level. The Student Chapter Liaison should assist student chapters with preparation for traffic bowl competitions including technical knowledge and competition rules. Additionally, the Student Chapter Liaison should advocate for student groups to participate in other student-focused competitions at the Section, District, and/or International level.

ENCOURAGE STUDENTS TO APPLY FOR SECTION AND DISTRICT SCHOLARSHIPS

Many Sections and/or Districts offer scholarship opportunities for students. The Student Chapter Liaison shall monitor these opportunities and provide application information students to apply for scholarships.

PROVIDE GUIDANCE FOR DISTRICT AND INTERNATIONAL ANNUAL AWARDS

Each year the District and/or International will present student awards. These awards could be Chapter or individual awards. The Student Chapter Liaison shall provide submittal requirements and encourage their Student Chapter to provide submissions for available awards. Award information is available from the District Awards Coordinator and on ITE's website.

ENCOURAGE PARTICIPATION IN ANNUAL MEETINGS

The Student Chapter Liaison should coordinate with their Student Chapter to encourage attendance and participation in the District and International Annual Meetings.

FACILITATE NEW STUDENT CHAPTER / REVITALIZE INACTIVE CHAPTER

The Student Chapter Liaison shall assist their Section by fielding inquiries from prospective student chapters about the benefits of ITE Membership, working with prospective chapters in the development of their charter and by-laws, and facilitating charter and by-law approval by the District Board. The Student Chapter Liaison shall put prospective student chapters in touch with the District Administrator and/or ITE Headquarters as needed to ensure all questions are answered. If needed, the Student Chapter Liaison shall meet with inactive student chapters to develop a revitalization plan.

STUDENT CHAPTER LIAISON APPOINTMENT

The Student Chapter Liaison should be appointed by the Section President with concurrence by the Section Board. The position should be appointed based on an academic year calendar and is intended to be a minimum of two years to allow a stronger connection between Sections and student chapters and provide more consistency between school years.