**Student Section President**

**Purpose:** The student section president provides direction and support to the section to create a meaningful and high-quality experience for section members.

**Key Responsibilities:**

* Provide direction to the student section that is consistent with the section’s bylaws as well as ASSP’s mission and vision Statements, goals and code of professional conduct
* Chair to all section executive committee meetings and section general membership meetings
* Lead section executive committee in the development and execution of strategic activities related to succession planning and section sustainability
* Appoint standing committee chairs and members to special committees as needed

**Support:**

* Transition meeting with outgoing student section president
* Additional support available from faculty advisor, chapter president and ASSP Student Services

**Benefits:**

* Opportunity to develop transferrable leadership, strategic planning and project management skills
* Opportunity to start growing professional networks

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Average hours per month: Up to 10 to 15 hours

**Qualifications:**

* Must be an ASSP student member in good standing
* Have or be willing to develop strong leadership, strategic planning and project management skills
* Have or be willing to develop an understanding of section and ASSP structure and strategic direction
* Ability to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Submit annual leadership report to chapter before **May 31**
* Ensure that the section treasurer submits the annual financial report to the chapter before **May 31**
* Ensure that student section bylaws are reviewed by all new incoming leadership
* Oversee bylaws revision process, as needed, ensure the changes conform in principle to the current ASSP Model Student Section Bylaws and are approved by the area director and regional vice president
* Support the section’s succession planning efforts through volunteer recruitment, delegation and mentoring
* Assist in distributing information from ASSP or the parent chapter to members as necessary
* Ensure orderly transition and transfer all duties and records to succeeding student section president