



MEMORANDUM

Date: March 3, 2007

To: Executive Board, CCAPA

From: Nick Perry, Chapter Student Representative, and Reyna Alorro, National Student Representative

Subject: Student Roles and Responsibilities

As the Chapter and National Student Representative positions are new roles within the CCAPA Board, we would like to help the Board shape and define the roles of each of the student representative positions and encourage the appointment of a University Liaison. Firstly, we understand that student participation within APA involves three key conditions:

1. Student enthusiasm and self-initiative. This is prime to student involvement in APA. But what

drives this is...

2. Support for APA by each university and
3. APA support by guiding student leaders and promoting student-accessible programs and resources.

For these conditions to be met, having a University Liaison would be vital. The University Liaison would serve to:

- Act as a guide to the Chapter Student Representative and APA Student Representatives in the nine California planning schools
- Work together with PAB-accredited and non-accredited university faculty advisers to promote CCAPA and its' student-accessible programs and services
- Maintain Student section on chapter website
- Work with university administrators on CCAPA's legislative education program, which includes coordinating campus tours and opportunities for legislators to meet and speak with students

To support CCAPA in attracting student members and retaining them as full-fledged members after students graduate, the Chapter and National Student Representatives will work together with the University Liaison to follow this commitment. Below is our vision of the roles and responsibilities of the student representative positions.

Student Representative Positions

Chapter Student Representative

The Chapter Student Representative will perform the following functions:

Serve on the CCAPA Executive Board

The Chapter Student Representative sits on the Executive Board as a voting member. In this capacity, the primary role of the Chapter Student Representative is to represent student interests and advise the Board on student-related issues. The Executive Board meets three times per year as follows:

- Summer Meeting – date and location TBD
- Fall Meeting held during the CCAPA Conference
- Winter Meeting – date and location TBD

The Chapter Student Representative is required to attend all three meetings.

Serve as the CCAPA Student Council Chair

The Chapter Student Representative will serve as the head of the CCAPA Student Council, which consists of student representatives from both accredited and non-accredited planning programs. Communication between schools can be valuable for students to share how their school is involved with APA and to share fundraising ideas. In this capacity, the CCAPA Student Representative will perform the following duties:

- Participate in planning the student activities, programs, and sessions for the CCAPA Conference with the conference co-chairs and CCAPA Student Council.
- Preside at the CCAPA Student Council Orientation held during the CCAPA Conference. The orientation will serve to introduce each school's University Representative to each other, to provide an overview of CCAPA, and to familiarize the student representatives with their roles and responsibilities within the organization.
- Maintain regular contact with APA Student Representatives and CCAPA University Liaison. The Chapter Student Representative will disseminate information from the chapter to the University Representatives and discuss student-related issues. Student Council members will report on any APA activities that are taking place with their respective school.
- Prepare and present/distribute Student Council reports at Executive Board meetings.

National Student Representative

The Chapter Student Representative will perform the following functions:

Serve as an Advisor to the CCAPA Executive Board

The National Student Representative sits on the Executive Board as an advisory non-voting member. In this capacity, the primary role of the National Student Representative is to represent National's Student Representative Council and advise the Board on student-related issues. The Executive Board meets three times per year as follows:

- Summer Meeting – date and location TBD
- Fall Meeting held during the CCAPA Conference
- Winter Meeting – date and location TBD

The National Student Representative is required to attend all three meetings and to prepare and present/distribute reports at the meetings.

Act as National Liaison to the CCAPA Student Council

In addition, the National Student Representative will:

- Attend the CCAPA Student Council Orientation held during the CCAPA Conference. The orientation will be a chance for the National Student Representative to introduce him/herself to the CCAPA Student Council and give an overview of National APA student resources and activities.
- Keep the Student Council Representatives and University Liaison up to date on National APA student activities.

PSO Representatives

Each of the chapter's planning schools, both accredited and non-accredited, will select a Planning Student Organization (PSO) Representative. PSO Representatives will perform the following functions:

Attend local Section Executive Board meetings

PSO Representatives sit on their Section's Executive Board. In this capacity, the primary role of the PSO Representative is to represent student interests and organize student-related programs with the Section. PSO Representatives are encouraged to attend the Section Executive Board meeting regularly.

Serve on the CCAPA Student Council

PSO representatives will act as members of the CCAPA Student Council and perform the following functions:

- Attend the CCAPA Student Council Orientation held during the CCAPA Conference. The orientation will serve to introduce each school's Student Council Representatives to each other, to provide an overview of CCAPA, and to familiarize the student representatives with their roles and responsibilities within the organization.
- Participate in conference calls with the CCAPA Student Council. Conference calls will be scheduled as necessary to keep the Student Council up to date on CCAPA and student activities. During the conference calls, the Chapter Student Representative will disseminate information from the chapter to the Student Council Representatives and discuss student-related issues. PSO Representatives will report on any APA activities that are taking place with their respective school.
- Maintain regular contact with Student Council Representatives and CCAPA University Liaison.
- Promote CCAPA and Student Membership.
- Participate in planning the student activities, programs, and sessions for the CCAPA Conference with the Student Council.

Act as Liaison to Respective Planning School

In addition, PSO Representatives will:

- Disseminate information from National APA, CCAPA, and local Section to his/her school.
- Promote students to attend the National and Chapter conferences.

Selection of Chapter Student Representative

The preference for a first-year student versus a second-year student in the Chapter Student Representative position and PSO Representative positions is up for discussion. Possible options are:

- Appoint a student at the end of their first year, who expresses interest to serve as the Chapter Student Representative. This student may be selected from the pool of students who expressed interest to serve as the National Student Representative, but did not win the election at the National Conference.

- Appoint a student at the beginning of their first year to ensure that the position is filled for two years, thereby minimizing turnover.
- Appoint a first-year student as a Chapter Student Representative-Elect, so that there is at least overlap between years.
- Encourage PSOs to select a first-year student as their representative, with the hope that a first-year PSO rep would be motivated to serve as the Chapter Student Representative the following year.

Chapter and National Student Representative Team

Once both the National and Chapter Student Representatives are selected, they may choose to introduce themselves together to each school via email, so that each school is aware of who are their new Student Representatives.

ACTION ITEMS: