**Purpose Scope Objective:**
To be a mentor for the Student Section Officers and Faculty Advisor for the purpose of operating a Student Section that adheres to the ASSE protocol.

**Roles and Responsibilities:**
1. Assist in developing, scheduling and presenting section meetings
2. Assist in finding guest speakers for the section meetings
3. Ensure Student Section is financially stable through self funding efforts, or grant from Bakersfield Chapter
4. Assist in the maintenance (and/or creation) of Student Section checking account.
5. Aid Student Section officers (specifically treasurer) on taxes and other financial reporting duties
6. Mentor Student Section Officers and Faculty Advisor on compulsory and recommended ASSE processes/operations (Bylaw revision and approval, Elections, etc.)
7. Collaborate with Faculty Advisor and Student Section in the planning of community and campus activities
8. Assist in the Student Section’s Outstanding Student Section Award application
9. Ensure Bakersfield Chapter approves funding for Student Section President and Vice President to take part in the yearly ASSE Future Safety Leaders Conference
10. Support Student Section by requesting Student Section officers and the Faculty Advisor to take part in Chapter Annual Symposium.

**Procedures:**

- **Attend the monthly General meeting to:**
  a. Advise Chapter members of Section status and events
  b. Regularly request Chapter members to become more engaged with their Student Section through financial support, participating in Student Section activities, volunteering to be a speaker at a Student Section meeting, etc.

- **Attend the monthly Executive Committee meeting to:**
  a. Advise the Executive Committee of all aspects of the Section status, such as membership and finances
  b. Request financial assistance for Section if needed

**General Duties:**
1. Insure that the Section maintains enough members to satisfy section formation and continuity
2. Actively monitor section membership status
3. Ensure that Outstanding Student Section Application is submitted before due date
4. Ensure that Student Section president and vice president maintain good communication with Faculty Advisor
Resources: Society Bylaws/Society Member and Chapter Services

ASSE headquarters maintains a database of all student section members, manages *Professional Safety* paper subscriptions, and informs all student members, faculty advisors, chapter student section liaisons, and chapter presidents of newsworthy events involving student membership monthly through the ASSE student services newsletter email around the 15th of each month.

The key to receiving information is having updated contact information. As ASSE student members are constantly moving and changing their email addresses, ASSE can only get transmit newsworthy items to its members if the appropriate contact information is on file. At every student meeting, ask for email and/or address changes and if any are received, please forward these updates to chapterservices@asse.org.

Chapter Assistance to the Student Sections:
Student sections require the guidance and assistance of the sponsoring parent chapter to facilitate their success. Some basic guidelines are provided as an aid to chapter officers in promoting and nurturing an active, viable ASSE student section.

Suggested Guidelines for Chapter Officers Working with Student Sections:
- Furnish/assist obtaining speakers for student section monthly meetings, both managerial and technical
- Invite student members to attend chapter monthly meetings
- Coordinate internship opportunities and provide safety mentors
- Provide safety equipment and literature when possible
- Plan tours of actual working environments
- Publicize student activities in your chapter newsletters and send the newsletters to the student section
- Promote the Bakersfield Chapter and Society Foundation scholarships to student members
- Promote the chapter annual symposium and ASSE seminars at student discounted rates
- Promote student attendance at chapter executive committee meetings
- Notify student members of job opportunities in companies related to or in OSH
- Sponsor student member(s) attendance at the ASSE Professional Development Conference or annual Future Safety Leaders Conference
- Furnish the student section with a chapter executive committee roster, complete with member names, company affiliation, and contact information
- Support the Faculty Advisor in their role (summarized below)

The faculty advisor must be a regular member of ASSE and strongly believe in the functions and goals of the Society. The advisor must be an active member of the sponsoring ASSE chapter. A faculty advisor
should be assigned to the academic unit that offers the degree program that is intended to prepare students for the safety profession or one of its relevant specialties. The sponsoring chapter should work very closely with the faculty advisor.

**Responsibilities of the Faculty Advisor:**

- Provide continuity for the organization
- Be aware of university policies and be able to interpret them
- Attend regularly scheduled student section meetings, social events and parent chapter meetings
- Meet with the student section officers before regular meetings
- Monitor the financial activities of the student section
- Approve a list of ASSE student member graduates to ASSE headquarters
- Be familiar with ASSE philosophy and purpose as well as ASSE and the student section's bylaws
- Sign social permits, speaker forms, and money-making forms
- Encourage student members to participate in activities of the student section and parent chapter
- Help facilitate a fluid relationship between the student section and parent chapter
- Suggest suitable projects for service
- Help students develop leadership skills and grow professionally by offering opportunities to acquire greater knowledge and practical experience
- Advise student section officers and members on program planning
- Support Student Officers in the role summarized below

**Responsibilities of Student Section Officers:**

**President:**
- Presides at meetings and convenes special meetings when necessary
- Appoints committees
- Assembles executive officer sessions when needed

**Vice President:**
- Presides in the president’s absence
- Responsible for planning and coordinating the student section’s programs for the year

**Secretary:**
- Keeps all records and handles any official correspondence
- Records minutes of all business meetings and executive officer sessions; minutes should be prepared and distributed to the student members and faculty advisor and filed for future reference
- Maintains an updated membership roster to be submitted to ASSE headquarters as appropriate

**Treasurer:**
- Responsible for recording all financial transactions made by the student section
- Submits names and fees for membership to ASSE headquarters
Committees (which may be appointed):
- Program Chair
- Membership Chair
- Special project chairs

Responsibilities of the Student Section to the Faculty Advisor:
The faculty advisor and the student section officers must frequently work together. The student section officers are responsible for the following:
- Plan meetings and programs in advance with the faculty advisor and provide advance notice of any changes
- Keep the faculty advisor informed of all issues pertinent to the student section
- Provide the faculty advisor with meeting minutes, a list of student section members in attendance, and other documents after every meeting
- Provide the faculty advisor with a list of all student section officers, including telephone numbers, email address, and street address for submission to ASSE headquarters
- View the faculty advisor as a valuable resource in matters of university policy

Continuous Improvement:
This document will be updated annually by the Taft College Student Section Liaison and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.