



Student Rep to the Board Toolkit

Contents

What does it mean to be SRB?

- SRB Definition & Duties 2
- SRB Activities Calendar 3
- SRB Reports to ASID 6

Help? Who to Contact?

- SRB Help Chart7
- ASID Student Advisory Council (SAC)7
- Student and Emerging Professional Programs Dept.....7

Your Professional Chapter: What do you need to know?

- Template: Professional Chapter Contacts & Resources8
- Budget, Reimbursement requests, etc.9
- SRB reports to the Board9
- Student Affairs Committee Resources10

Working with Student Chapters

- Template: Student Chapters Contacts & Resources..... 11
- Best means to communicate? 12

Awesome Resources

- Student Leadership Resource CD (Contents) 13
- Student Chapter Manual13
- Getting Organized14

Serving as an Ambassador

- Ambassador for Students.....15
- Ambassador for ASID..... 15

Recommendations from Past SRBs

- Whitney Bandy16
- Alexis Brown.....17
- Yemel Bryan.....18

Student Representative to the Board (SRB) – Definition & Duties

See: The Student Representative to the Board Guide
<http://www.asid.org/chapter/governance/srb.htm>

This is the most complete and accurate definition of your position as Student Representative to the Board.

You will also want to check with the President of your regional professional ASID chapter to discuss your position in relation to this job description and the particular situation within your chapter.

In addition, are there particular things you want to accomplish as Student Representative? Have you thought about your own mission and goals for this position? Just as Student Chapters create strategic plans, you may want to create your own strategic plan for this position.

MISSION:

GOALS:

SRB Calendar Checklist

Use this calendar for reminders, or revise to suit your particular needs. Each professional chapter operates differently; some items may not be relevant for you.

Throughout the year

- Maintain contact with student chapters, professional chapter, and SAC
- Attend a meeting/event at each school with a chapter
- Promote the establishment of ASID student chapters at schools without one in place
- Work with the professional chapter Student Affairs Committee

Summer

- Read online student chapter and professional chapter board resources
- Familiarize self with ASID website
- Meet with professional chapter President and/or President-elect to talk about position and duties
- Get updated Student Chapters Contact List from out-going SRB; update as needed (see page 11)

August

- Send intro letter or email to student chapter presidents and faculty advisors, and other schools with interior design programs
- Meet with professional chapter Student Affairs Committee
- Promote RealWorld DesignWeek to student chapters
- Promote the ASID Student Design Competition to student chapters (info on asid.org)
- Attend/View Online ASID Leadership Training Program Web Events

September

- Promote and attend the “Getting to Know You Mixer” and/or “Fall Student Leadership Gathering” organized by the Student Affairs Committee
- Update Professional Chapter Contacts & Resources list (see page 8)
- Submit Student Chapters Contact List to professional chapter, SAC Advisor and the ASID Student and Emerging Professional Programs Department at futureofdesign@asid.org

October

- Email or meet with professional chapter Communications Director to discuss featuring news on student chapter programs in chapter newsletter and/or web site
- Email or meet with professional chapter Professional Development Director to discuss student involvement/participation in chapter programs
- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder on RealWorld DesignWeek

November

- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder about ASID Student Design Competition Deadline (Dec. 15)
- Submit SRB report to SAC and futureofdesign@asid.org (see page 6)
 - Include updated list of school chapters & contacts
- Participate in RealWorld DesignWeek

December

- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Promote chapter Career Day
- Promote and attend professional chapter holiday social events

January

- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder on chapter Career Day
 - Inform about Student Chapter Board elections

February

- Assist with chapter Career Day
- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder about Student Chapter Board elections
 - Call for SRB nominations for next year (SRB appointment to take place in March)
 - Promote ASID Student Chapter Awards

March

- Assist with chapter appointment of incoming SRB
- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Remind about and monitor student chapter elections; collecting all new student chapter officer contact information
 - Reminder on ASID Student Chapter Awards
 - Promote chapter Graduate's Reception
- Submit SRB report to SAC and futureofdesign@asid.org (see page 6)

April

- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder to submit new student chapter officers' contact info to SRB and futureofdesign@asid.org
 - Reminder on ASID Student Chapter Awards
 - Reminder on chapter Graduate's Reception
 - Promote Advancement to Allied Membership
 - Promote ASID National Conference at NeoCon (June)
- Submit new student chapter officers and SRB contact information to futureofdesign@asid.org

May

- Assist with Graduate's reception
- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder to submit new Student Officers' contact info to SRB and futureofdesign@asid.org
 - Reminder about Advancement to Allied membership opportunity
 - Promote ASID Leadership Training Program to new student chapter officers and SRB
- Email new SRB contact info to ASID at futureofdesign@asid.org

June

- Attend ASID National Conference at NeoCon
- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisors:
 - Update from board meeting
 - Reminder to submit new Student Officers' contact info to SRB and futureofdesign@asid.org
 - Reminder on ASID Leadership Training Program to new student chapter officers and SRB

July - September

- Submit report for professional chapter board meeting; Attend board meeting
- Email to Student Chapter Leaders/Faculty Advisor as appropriate
- Transfer materials and knowledge to incoming SRB
- Continue to gather contact info for incoming Student Officers; forward to ASID at futureofdesign@asid.org

SRB Fall and Spring Semester Reports to ASID

Aside from your monthly reports to the professional chapter on student affairs, the ASID Student Advisory Council (SAC) would like to hear how things are going as well. This is managed in the form of biannual SRB reports to your SAC Advisor. Reviewing the reports allows the council an opportunity to provide assistance and guidance when necessary and as issues arise. It also provides a venue for SRBs to share success stories from student chapters on a national level and in turn, for ASID to promote these stories to the Society as a whole. Read more about the SAC on the next page.

Due: November 15
March 15

Send to: Student Advisory Council contact
<http://www.asid.org/about/committees/sac.htm>

There is no official form for these reports. The following are suggested areas to address:

- How is it going? Any major questions, issues, successes?
- Who have you connected with in the professional chapters?
- Have you been able to get to the professional Board meetings?
- How did the Student Affairs Committee-planned events—Getting to Know You Mixer, Fall Student Leadership Gathering and/or Career Day—go?
- What are you hearing from the Student Chapters?
- Have you visited any student chapters? How did it go? What did you learn?
- Anything else that you want to tell us about?

Who to contact: Help Chart

See: <http://www.asid.org/chapter/studentresources/>
ASID Student Chapter Leadership Manual
Student Help Chart – Page 13

This is a great visual to understand the complex relationships between students and professional positions in ASID.

ASID STUDENT ADVISORY COUNCIL (SAC)

<http://www.asid.org/about/committees/sac.htm>

The SAC is a national ASID council whose mission is to inspire and enrich the student and educator experience within the greater ASID community by

- Promoting lasting relationships between students and professional members
- Building programs that enhance the undergraduate experience
- Preparing students for the transition to professional ranks
- Raise awareness of the value of ASID membership among design educators

The council strives to support all student chapter leaders and promote closer relationships between SRBs, student chapter presidents and members of the professional chapter. Ideally, the SAC should be in regular contact with all SRBs, student chapter presidents, faculty advisors and professional chapter Student Affairs Committee Chairs and student chapter presidents throughout the school year to hear and understand the issues and success stories of its student chapters and members as a whole. The SAC acts as the primary sounding board for all student chapter related issues and as a liaison between student chapters and the Society's board of directors. In other words, the SAC is the representative voice of ASID student chapters nationwide.

Two SAC members are assigned as advisors to all SRBs. You can get the name of your SAC Advisor by visiting the SAC Web page.

- All reports should also be submitted to your SAC Advisor.
- Include your SAC advisor on communication with student chapter presidents.
- It would also be helpful to include your SAC contact on your monthly Board reports.

ASID STUDENT AND EMERGING PROFESSIONAL PROGRAMS DEPT

futureofdesign@asid.org

See Student Rep to the Board Guide for staff roles and contact information.

PROFESSIONAL CHAPTER OFFICERS & COMMITTEE CHAIRS

The following page provides a template to help you identify the people in your chapter that are your resources. They are a source of support for you. Discuss with them how and when they should be included in your communication efforts.

Professional Chapter Contacts & Resources

Name	Email	Phone(s)
Past SRB		
_____	_____	_____
Chapter President		
_____	_____	_____
Chapter President-Elect		
_____	_____	_____
Chapter Professional Development Director		
_____	_____	_____
Chapter Communications Director		
_____	_____	_____
Chapter Membership Director		
_____	_____	_____
Chapter Administrator		
_____	_____	_____
Student Affairs Committee Members		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Professional Student Chapter Liaisons		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Budget and Reimbursement Request, etc.

Your professional chapter should provide you with a budget amount dedicated for your position and also with the appropriate forms. You will need to work with your chapter to determine appropriate use of this money and the process for submitting requests for reimbursements.

Examples of possible position expenditures:

- Gas/mileage and/or lodging for travel to various student chapters
- Gas/mileage and/or lodging for travel to chapter board meetings

SRB Reports to the Board

Most professional boards will require regular attendance at their board meetings and also that all board members submit a report before the meeting. Work with your chapter President to determine what they would most like to know. Reports should be succinct and professional. They typically go into the minutes and become part of the permanent record of the organization.

What to include?

- Updates about your activities as SRB
- Updates about Student Chapter events...both upcoming and past
- Summaries of Student Chapter reports
- Any issues the Student Chapters may be having
- Updates on any Chapter visits
- Any problems or issues related to the Student Chapters or your job as SRB
- Anything that would help the Professional Board increase support for students members

Student Affairs Committee and Chapter Hosted Student Events

See: <http://www.asid.org/chapter/studentresources/>
Student Affairs Committee Toolkit

Each professional chapter should organize a Student Affairs Committee. The objective of this committee is to ensure that the professional chapter provides interaction and events of value for all ASID student members.

The chair of the committee is typically the chapter Professional Development Director (or in some cases, the At Large or Membership Director). Additional committee members can include:

- Practitioners (allied and/or professional members)
- Emerging professionals (allied members new to the profession)
- Industry Partner rep members •
Professional student chapter liaisons
- Educator members
- Students
 - Student Representative to the Board (SRB)
 - Student chapter members (i.e., student chapter officers)

The Student Affairs Committee works together to strive to organize and/or support five annual student events:

- “Getting to Know You” Mixer
- Fall Student Leadership Gathering (following the ASID Leadership Training Program)
- RealWorld DesignWeek* • Career Day*
- Graduates Reception

*Required

Important: As a committee member, although SRBs assist with planning or volunteering, they are **not** expected to act as the sole organizer and project manager for the student events above. If your chapter assumes that this is your role, please contact your SAC Advisor who can step in to mediate.

Student Chapter Contacts & Resources

Here is the information you should gather for each school with a student chapter. You may want to put this into an Excel spreadsheet or database program to more easily access the email addresses. Also, some schools have interior design programs but not a student chapter; these schools should be included in your communications as well.

School: _____

	Name	Email	Phone
President:	_____	_____	_____
	Address: _____		
Vice-Pres/Pres-Elect:	_____	_____	_____
	Address: _____		
Treasurer:	_____	_____	_____
Secretary:	_____	_____	_____
Faculty Advisor:	_____	_____	_____
Other Professor:	_____	_____	_____
Other Professor:	_____	_____	_____
Department Info:	Dept _____		
	Address _____		
	Phone _____		
	Email _____		
	Website _____		

The most important contacts are the Student Chapter President and Faculty Advisor. Including other faculty and student officers in communications helps insure that the information gets to the students. Keeping track of the permanent department information will assist future SRB's if student and faculty updates are hard to get.

Best means to communicate?

One frustration that SRB's often face is that the information they send to the schools doesn't get to all of the students. The best way to mediate this problem is to communicate using multiple methods and repeating the message multiple times. The actual modes of communication used will depend on your comfort level and comfort with technology.

- Persistence and consistency are absolutely essential to successful communication as SRB. Request responses and confirmations from each Student Chapter President and expect them to be professional and responsible.

Consider the following tactics:

- Use a combination of emails, blogs, evites, and flyers, to get the message out.
- Send every communication at least three times.
- Set up an e-mail distribution group (with student chapter presidents and faculty advisors) for all communication.
- Sometimes calling student chapter presidents is more efficient and personal
- Try to form friendships with student chapter presidents so communication is more pleasant and not a hassle
- Keep in mind student schedules; call when class is not typically in session
- Use ASID CONNEX to set up a group (ex: Colorado Chapter SRB) and add all student chapter presidents to it.

E-Newsletter tips:

Thinking about doing e-newsletter mailings? Here are some tips:

- Plain text emails can be read by everyone. They are less eye-catching, but also less frustrating for people that don't have html email.
- Highlight major topics using capital letters, a line separating the sections, or some other means so that readers can skim through quickly.
- Provide a list of topics at the beginning of the email if it is lengthy.
- Use an appropriate subject line to alert readers to the content ("ASID updates", "SRB Newsletter, etc.)

Student Leadership Resources

<http://www.asid.org/chapter/studentresources/>

Student Chapter Manual

The student chapter manual is geared primarily for the student chapters, but has some important information for SRB's as well as reference information that SRB's need in working with the student chapters.

Here are some suggested sections/pages to flag for easy reference:

- Section 1: The Basics
 - o Overview
 - o Student membership and benefits
 - o Starting a student chapter
 - o Advancing from student to allied
- Section 2: The Players
 - o Overview
 - o Professional Chapter
 - o ASID National
 - o Student help chart
- Section 3: The Nuts and Bolts
 - o Calendar
 - o Student chapter elections
 - o Student chapter president reports

Student Chapter Manual Appendix Documents

A portfolio of additional resources have been created to inform and advise ASID volunteer leaders on student-related affairs. Those of most importance to an SRB are:

- Student Rep to the Board Guide
- Student Chapter Awards Applications
- Student Chapter Election Guide
- Student Affairs Chair Guide
- Professional Student Chapter Liaison Guide
- Student Advancement Application

Student Affairs Committee Toolkit

A series of PDF guides providing recommended programming to meet the objectives of a chapter's Student Affairs Committee

Chapter Board Resources

<http://www.asid.org/chapter/>

- Various chapter leadership position descriptions
- Chapter leadership directory
- Chapter leadership calendar

Getting Organized

Tip #1:

Get organized electronically

- Make lots of folders on hard drive and in email program. Examples:
 - Blanket emails/communications to all
 - School communications (with sub-folder for each chapter)
 - Board Meeting Minutes/Agendas
 - SAC
 - Other issues as they arise

Tip #2:

Create Reference Binders:

This example provides a means to have info handy while minimizing what gets dragged to meetings. Also, think ahead to what materials the next SRB will need

- General Reference Materials Binder
 - Student Leadership Resources – printed copies
 - Membership applications
- Job Manual Binder
 - SRB Toolbox
 - Student Rep to the Board Guide
 - Notes from the ASID Leadership Training Program
 - Contact lists
 - Hard copies of important communications
- Binder or Folder for Board Meetings (with minutes, agendas, etc)
- Binder or Folder for committees, events, etc.

Tip #3:

Check email regularly, respond quickly and move it into folder to be done with it.

Serving as an Ambassador

Ambassador for Students

As SRB, you fill an equal, voting seat on the professional chapter board. Your role includes acting and when necessary, voting, in the best interest of the student members in your chapter. In this sense, you are an ambassador for students.

Do not be intimidated by the other chapter board members. The SRB is a position established by ASID governance so that the student member population is well represented and supported. Many chapter and national ASID leaders today started out as successful student leaders.

If you feel that you are not being treated equally, or are being undermined, it is your responsibility to stand up for yourself. If you are uncomfortable doing so, communicate your concerns to you SAC advisor, who can step in to mediate.

Tip: Before your term begins as SRB, be sure to inform your chapter of your academic schedule so they do not schedule board meetings that conflict with your school work.

Tip: Get to know your professional chapter board off the clock. Spending time with the board outside of a working environment makes relations easier and respect levels more uniform.

Ambassador for ASID

A primary responsibility as SRB is to promote the value of ASID membership to students. Many students will ask, “Why should I join ASID as opposed to other design-related professional organizations”?

Here are some talking points to help support your case:

- ASID is the largest, and most historical professional association of interior designers in the world
- The Society has 36,000 members; 10,000 of which are student members
- As the leading association of interior designers, ASID enjoys a large operating budget, allowing the ability to provide a higher number of resources, events and incentives to members.
- ASID provides benefits and services that support the full diversity of interior design specialties, rather than being an organization narrowly focused on one design sect. Of the Society’s 18,000 practicing interior designers the breakdown in general practice area is as follows:
 - o 8,500–mixedpractice; commercial and residential
 - o 5,900–solely commercial
 - o 3,600–solely residential
- ASID is the leading design organization that actively lobbies for the interior designer’s right to practice
- ASID is a founding member of the Foundation for Interior Design Education and Research (FIDER; pre-CIDA); NCIDQ and the US Green Building Council (USGBC).
- Tell personal stories of how ASID has enhanced your interior design student experience.

Whitney Bandy, SRB 2005-06, ASID-Virginia Chapter

Tips for Upcoming ASID SRB's:

- Maintain contact with all of your “support” team. Meaning stay in constant touch with your SAC advisor, your state chapter president, and even your fellow board members. Always try to keep your board members in the loop with your chapters; they might have some ideas to help with fundraising or a speaker for their next meeting.
- Send emails at least a couple of times a month to your student chapter presidents in order to stay in touch and to know what is going on with each chapter so that you can share the information.
- Also with emails, they help to keep you in a strong “relationship” with your student chapter presidents.
- Stay calm, someone always has an answer or solution to your “problem”
- Try to stay organized, use a large 3-ring binder and keep all emails and reports in it. This helps when you do a board report, you have a reference.
- Send out a welcome email to your chapter presidents; email is the BEST ever when it comes to catching a student chapter president
- Pass on any information you get from your SAC Advisor; they are great people to work with and are very helpful!!
- Try to get an old board packet from the previous SRB so that you can follow an “outline” of how to write your reports, it really helps and answers a lot of questions that you might have.
- Time management is the biggest key.

Alexis Brown, SRB 2005-06, ASID South Central Chapter

- **Update student chapter contact list periodically; mandatory to have complete by the start of the semester.**
- **Introduction email at the start of your term to your students chapters.**
- **Set up a general email account for SRB's to use and pass on to the next year's SRB.**
- **Make emails frequent and bulleted if possible—easy to read**
- **Title emails with as much specific information as possible (dates, events, etc.) - Send reminders for events/reports three times. This is what it takes.**
- **Send your emails to as many people as possible. After you have obtained all of the officer information, adviser information, and school information possible use it! If you have an email to send get it in as many hands as possible. ESPECIALLY the teachers. Pressure is a great motivator. And the more people involved the less likely to forget.**
- **On faculty e-mails, make sure to say “post this message” or “forward this message to your students”**
- **Give as many details as early on as possible on anything; save the date e-mails!**
- **A student survey for your chapter would be great especially to get feedback on career day. Ask the students what they think or like. You may wonder why you have no attendance etc. when you did not realize or even think about missing the boat.**
- **Organize a folder on your computer called ASID and then make folders inside it for: events, contacts, newflash, student reports, SRB reports, etc. Basically get organized.**
- **Once you pass on your position, burn this folder on a CD and pass it on to the next person. That way they can build on your ideas rather than reinvent the wheel.**
- **Check and organize your emails very frequently.**
- **Take care of issues through emails etc. as soon as possible, so they get taken care of and don't add to your stress level.**
- **Make arrangements to meet with the incoming SRB to teach them the ropes. Begin emailing students chapters with the incoming SRB's contact info. & etc. to get them familiarized with the new name.**
- **#1 IT TAKES INITIATIVE... Like Nike says Just do it!**
- **#2 Ask your board to help!**

Yemel Bryan, SRB 2005-06, ASID Florida South Chapter

Being an ASID SRB is truly a rewarding and important experience for any ASID Student Member.

I have had the honor of serving as SRB for the ASID Florida South Chapter (FSC) and this opportunity has presented me with challenges and allowed for great accomplishment. The support and assistance offered by ASID headquarters, the national Student Advisory Council (SAC), and my professional chapter board has been fundamental in helping me to achieve my goals and to perform successfully.

I truly believe a good SRB must have a real desire to assist others in as many ways as possible. As ASID student members, we are very fortunate to share a strong network of Professional, Allied and Industry Partner Members from whom we all can benefit. Therefore, the SRB can work in benefit of all members, not just the students.

The SRB position is a very important one, and because of this, the SRB must learn to properly use the tools provided by ASID as well as recognize her/his own strengths and weaknesses in order to make the best of it. Fully understanding the SRB duties, responsibilities, and rights and how to perform them correctly is the safest way to achieve any goals. Also keeping updated about all ASID and design-related matters is essential for doing a good job.

The SRB must be easy to approach, be open to all ideas, and be a skilled listener in order to help find the best solution to a member's needs. The SRB is also a leader who must work on the member's concerns and benefits and not just on his/her own. The most important matter is being honest, approachable and knowing what ASID and my peers expect from me.

Being punctual to all meetings (monthly Professional Board meetings, school meetings, and any other gathering) is also very important. Maintaining frequent communication with all the Student Members must also be a priority. I usually send a newsletter at least once a month to inform the membership what is happening in our local Chapter, at ASID National, and to let them know of any design contests, job/internship opportunities, design gatherings, and other chapter events.

Communication is the key to keeping the Student Chapters active, informed, and willing to work with the SRB and other schools. I make it a point to meet with the Student Chapter officers from all schools on a monthly basis to discuss, plan, and share goals as well as to build a strong and supportive network. We also communicate on a weekly basis by email using a Yahoo group list serve. This has been a very useful tool! The SRB must communicate with their SAC Advisor to address any questions, concerns and suggestions. They are always there for us!

The SRB must promote both the ASID society as well as new student memberships. Because of this, the SRB must be aware of all Interior Design schools in the area and contact them to make them members. Once a month, I email and call every single school, and although their reply may take months, it is important to keep trying because there is always an opportunity to make ASID better and bigger!