

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Student Development Co-Chair

Purpose: Provide leadership development and service opportunities for all SoCal TRiO program participants. The Student Development Committee is responsible for coordinating and implementing student development opportunities for TRiO and educational equity and access program participants within the WESTOP SoCal Chapter. This committee is charged with coordinating and executing the chapter's Annual Student Leadership Conference and TRiO Day of Service.

Key Responsibilities:

1. Coordinate and implement the annual Student Leadership Conference and TRiO Day.
2. Ensure that TRiO Programs in the WESTOP SoCal Chapter are informed about opportunities and resources (i.e. local college and career fairs, STEM conferences, scholarship opportunities, internships/fellowships, etc.) available to students.
3. Helps the President select conference site, dates and secures all facilities and contracts as needed.
4. Appoint Student Leadership Conference and TRiO Day of Service committee members.
5. Prepare event registration material for dissemination via the on-line Cvent registration system.
6. Solicit Keynote Speakers for main opening session.
7. Prepare and coordinate on-site registration process.
8. Conduct monthly SLC & TRiO Day of Service planning meetings. At the culmination of SLC and TRiO Day, conduct a debrief meeting with all committee members.
9. Oversee the Student Development Scholarship committee.
10. Prepare a detailed report of all activities conducted throughout the year and presents it at the last chapter meeting.
11. Prepares a written report one week prior to scheduled chapter meetings and submit them to the President.
12. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
13. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President.

Term Length: 1 year

Time commitment: 2 hours a week throughout the 1 year commitment.

Reports to: President-Elect