

President:

The President is responsible for running the student chapter and his or her focus is to create programs of interest for the student chapter members. The ASID student chapter president served as president-elect during the previous year. He or she presides over meetings and appoints members to fill committee vacancies. The president is the direct link between the student chapter, the professional chapter, the student representative to the board (SRB), the Student Advisory Council (SAC) and the Education department at ASID headquarters.

President Duties:

- Writing a letter of introduction- to be sent after election to the professional chapter president with copies to the professional chapter president-elect, professional liaison, student affairs chair and the education team at ASID headquarters (education@asid.org)
- Represent the student membership- It is the job of the president to represent the student members of the chapter at all times and to attend professional chapter meetings. Try to raise money to attend the ASID Chapter Leadership Conference in the summer, attend Interiors the ASID conference on Design in the spring, participate in the chapter career Day, help plan the gathering in the fall, pass on information from ASID headquarters to student members, and let members know about services available to them
- Run chapter meetings- To provide continuity, have at least one meeting per month at a regular date and time. Plan ahead and make a calendar of events for the year to come
- Delegate tasks to be done- One person can do only so much, so take advantage of volunteers and keep up a network between professionals, faculty and students

President Elect:

The ASID President Elect performs the duties of the president in his or her absence. The president-elect assists the president in all duties, and is in training for the upcoming term as president. The president-elect is responsible for preparing for the coming year and creating a member communication chain. The communication chain can be done through a bulletin board, calendar and the Internet. Because the president-elect will assume the presidency in the coming year, he or she must keep up enthusiasm, recruit new members, and encourage members to run for leadership positions in the upcoming year. It is strongly recommended that an underclassman be elected to this position, allowing the president-elect

to develop the necessary leadership skills to take over the presidency. The president-elect should also try to attend the ASID Chapter Leadership Conference, which is usually held in mid-July.

Treasurer

The treasurer is responsible for managing our organizations funds. They will work closely with the Student Involvement and Employment office to ensure funding for our organization through the University. The treasurer will keep the president updated on current funds and will also be in charge of any reimbursements going to student members for their personal money spent to promote our chapter.

Secretary

The Secretary is in charge of organizing our meetings, including email reminders, compiling the meeting agenda and taking meeting minutes. The secretary also is responsible for keeping track of new membership and an ongoing list of current members.

Promotions Committee Chair

The promotions Committee chair provides advertisement for events put on by our UWSP ASID student chapter, ASID Wisconsin and ASID National. They are also encouraged to advertise participation in any other events that will help them to grow as professional interior designers and as people. The promotions chair strives to represent our chapter and ASID appropriately through various flyers, emails and by keeping our bulletin board up to date. The Promotions chair works closely with the Professional Programs chair and Social Programs chair to make sure they are promoting upcoming events we may be hosting. The Promotions Chair should also be in close contact with our SRB to stay updated on ASID Wisconsin events. The Promotions chair creates quality and accurate representation of all the activities we are involved in to encourage participation.

Promotions Committee Chair Duties

Information Centers:

- Bulletin board
- Classroom bulletin boards
- Class Representatives
- Mass emails

What is on the main Bulletin board?

- ASID

- Photos with name and title of officers, committee chairs, and advisor
- Semester calendar
- Monthly events
- Event postings
- Important ASID information from postmaster and ASID websites
- UWSP Newsletter
- Event Photos
- Membership forms
- Acronyms Resource

Classroom bulletin board posting:

- Monthly events
- Semester calendar

Mass emails:

A. Include:

- a. Who-ASID Members
- b. What
- c. Where
- d. When
- e. Why
- f. Contact Person
- g. Photos
- h. Visual interest to alert members of up-coming event

B. These mass e-mails must be sent to ASID advisor Professor Kluetz a minimum of 1 week in advance

C. Do not have the email as an attachment!

Social Programs Committee Chair

The Social Programs Chair is responsible for the detail planning and organization of social events hosted by our student chapter. These events are intended to provide a fun relaxed atmosphere where students, faculty and professionals can network and interact outside of the classroom.

Social Programs Committee Chair Duties

Organize and Coordinate:

- Involvement Fair
- Holiday Banquet
- Family Day
- End of the Year Bash

Details:

- Book room and time
- Invitations, Directions, lodging, and parking information to professionals
- Provide any needed refreshments and snacks or organize the menu selection
- Must have sign-up sheet at every meeting
- Clean up

Newsletter Committee Chair

The newsletter Chair is responsible for compiling our “ASID Quarterly” This includes finding committee members to write articles and working closely with the historian to obtain pictures from recent events. The newsletter chair formats, edits, prints and distributes our newsletter to students, faculty and professionals.

Newsletter Committee Chair Duties

Combine important ASID professional and student information:

- A. Include:
 - a. Photos from current events
 - b. Senior Spotlight
 - c. Information from ASID Postmaster
 - d. Information from ASID Websites
- B. Send/Post to:
 - a. Public Folders
 - b. Mass e-mail UWSP ASID members
 - c. SRB and ASID Professional WI Officers
 - d. Bulletin board
- C. Work With
 - a. Website committee chair
 - b. Historian

Website Committee Chair

The ASID Student Chapter Website is in many ways a direct link to ASID professionals and students. The Website Chair is responsible for all maintenance and additions to the website, updating the pages with new information as it arrives. The website is used as a tool to evoke excitement and interest, as well as instill pride in our student group. Therefore, the Website Chair must properly portray UWSP’s ASID Student Chapter with

sophistication and style. The website, after all, is a direct representation of who we are and what we stand for.

Website Committee Chair Duties

Combine important ASID professional and student information:

Include:

- Collect Current Photos
- List and emails of Officers, committee chairs and current members
- Semester Calendar
- Newsletter
- Current Events
- Professional Information and updates

Please Visit the current website for more information

<http://www.uwsp.edu/stuorg/asid/>

Professional/Educational Programs Committee Chair

The Professional and Educational programs chair works closely with area ASID professionals, allied members and alumni to organize informative programs where students can learn from their experiences. The Professional/Educational Programs chair gets to constantly correspond with people from around our area. They will work hard to organize quality events that will directly benefit our student members.

Professional/Educational Programs Committee Chair Duties

Organize and Coordinate:

- Book room and time
- Directions, lodging, parking
- Provide any needed refreshments and snacks
- Must have sign up sheet at every meeting
- Clean up

- Send thank you letter within one week, must be signed by President and all involved
- AV Equipment

Fundraiser Committee Chair

The Fundraiser committee chair works to keep our student chapter financially stable enough to provide quality programs and benefits to our members. The work with the University Student Involvement and Employment office to reserve facilities around campus. The fundraiser committee chair works closely with the treasurer to make sure that we are maintaining our financial goals.

Fundraiser Committee Chair Duties

Organize ways to bring funds to ASID Student Chapter

- Sell Calendars
- Donations
- Raffle at Social Programs

Historian

The historian is required to attend all UWSP ASID student chapter events and document the activities or presentation with photographs. These photographs are used to represent our accomplishments and are used frequently in our newsletter, on our website, etc.

Historian Duties

Duties:

- Document ASID Events and Activities
- Take photos at events
- Write articles of events, work with newsletter committee
- Create a portfolio that documents all events and activities for years to come

