



## AAFCS NATIONAL STUDENT UNIT OFFICER DESCRIPTIONS:

### Article IV: Officers

*Section 1.* The elected student officers shall consist of a chair, chair-elect, first vice-chair, second vice-chair, secretary, and vice chair of outreach and service.

*Section 2.* The functions of the officers shall be as follows:

#### The chair shall:

- Be responsible for the overall planning and leadership of the unit
- Serve as the official voting representative of the Student Unit to the AAFCS board of directors
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors
- Assume responsibility for the Student Unit program of work
- Assume responsibility for the Student Unit Annual Conference program
- Preside at the annual Student Unit meetings
- Appoint unit committees as necessary and act as an ex-officio member of them
- Assist the officers as necessary and oversee the performance of their duties
- Be responsible for an annual report of the unit to the AAFCS board of directors

#### The chair-elect shall:

- Serve as parliamentarian for all business meetings of the unit to ensure that proper Robert's Rules of Order are being followed.
- Assume responsibility as a regional contact in accordance with the rotation of regional responsibilities as outlined in the Student Unit Handbook.
- Attend the annual leadership workshop for incoming board members.
- Become familiar with the Association and its policies and procedures, the duties of the Student Unit chair, and the responsibilities of a member of the AAFCS board of directors.
- Assist the chair with whatever work and/or projects may be necessary.
- Be responsible for election of Student Unit officers.
- Serve as chair of the Student Unit Nominating Committee.
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors.

#### The first vice-chair shall:

- Submit articles to the *Journal of Family and Consumer Sciences* (practical publication).
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors.
- Serve as editor/liaison of the Student Unit newsletter, *In the Know* (to be published no less than quarterly).
- Coordinate the collection of Student Unit information to be posted on the AAFCS web site. All information that needs to be posted at [www.aafcs.org](http://www.aafcs.org) shall be submitted, by members and other national officers, to the first vice-chair, the first vice-chair shall then work with the AAFCS staff member(s) in charge of web site postings in order to properly and efficiently disseminate information. Student Unit

information should be reviewed on a regular basis (no less than once a month) and should be updated as needed.

The second vice-chair shall:

- Coordinate the Student Unit Awards application and selection process.
- Serve on appropriate AAFCS Committees at the discretion of the AAFCS Board of Directors.
- Present a report of this officer's activities at the annual section meeting.

The secretary shall:

- Record and keep the minutes of the Student Unit meetings.
- Serve on appropriate AAFCS Committees at the discretion of the Board of Directors.
- Be responsible for unit correspondence as necessary.
- Present a report of this officer's activities at the annual unit meeting.
- Be responsible for updating HUGS application forms as needed.
- Be responsible for compiling national Student Unit-related directories.

The vice-chair of outreach and service shall:

- Serve as a liaison between preprofessionals, graduate students, and professionals.
- Work to establish active partnerships with related family and consumer sciences organizations. Such as Family, Career, and Community Leaders of America (FCCLA), International Federation of Home Economics (IFHE), and others.
- Coordinate the annual Student Unit community service project at Annual Conference.
- Compile and update information on scholarships, fellowships, grants, and poster sessions.
- Serve on appropriate AAFCS Committees at the discretion of the Board of Directors.
- Assist the First Vice Chair in compiling information regarding upcoming events, scholarships/fellowships, opportunities, and deadlines to be distributed to Student Unit members, chapters, advisors, and chairs via *In the Know* or updates as needed on the AAFCS website.

All six officers shall:

- Attend and participate in the annual convention of the American Association of Family & Consumer Sciences during the year of election and the year their office ends.
- Be available to visit local and affiliate sections at the requesting group's expense.
- Serve as a representative to one of the four regions: Pacific, Central, North Atlantic, and Southern. This will be determined on a rotational basis (unless each region is already represented).
- Present a report of officer activities at the annual section meeting.

*Section 3.* Vacancies in any Student Unit national offices, aside from that of chair, shall be filled at the discretion of the remaining officers after consultation with board and staff liaisons. A vacancy in the office of chair shall, in accordance with AAFCS procedure, be filled by the first vice-chair.