



### **AAFCS Student Unit Officer – Application Reference**

Each year the AAFCS student unit seeks applications for new National Student Unit Officers. These officers will serve in the roles of Chair, Chair-Elect, First Vice-Chair, and Vice-Chair of Outreach and Service. Note, the Chair-Elect from the previous year will typically serve as Chair in the following year.

The role of the Student Unit is to provide for and to promote the professional development of post-secondary students of family and consumer sciences or related subjects who are individual members of the American Association of Family & Consumer Sciences.

The role of the National Student Unit Officer is to lead the student unit, coordinate educational and community building events for AAFCS student members, serve as the liaison for AAFCS student members, and work with AAFCS to develop programming to benefit student members. A detailed summary of the responsibilities of National Student Unit Officers is included in Section 2 below.

AAFCS staff work closely with National Student Unit Officers to provide them with advice, guidance, and assistance. It is a team effort. In addition to the work Officers perform, Officers gain valuable skills and mentorship to help them grow in their careers and will be provided with opportunities to engage with the AAFCS Board and other governance groups.

As an example:

- One student officer will serve as liaison on the AAFCS Board, attending all Board meetings and ensuring that the views and needs of the AAFCS student members are heard.
- Three student officers will also have a set on the AAFCS Leadership Council, the governance board of the organization, and will have a vote on changes to the AAFCS bylaws, Board of Director elections, and will be kept informed on the financial health of the organization and other aspects of the organization.

#### **Section 1:**

##### **Applying for a Student Unit Officer position**

- Applications for National Student Unit Officer positions are open to all AAFCS student members who will be enrolled in undergraduate or graduate college/university throughout the coming school year.
- Application materials are prepared by the applicant and must be submitted in English.
- AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All policies, procedures, and guidelines must be followed for the application to be considered for review.

##### **Submitting the Application**

The application must be submitted using the official application form.

Required information:

1. Name
2. Email Address

3. College or University attending.
4. Graduation Status
  - a. Undergraduate
  - b. Graduate
  - c. Post-Graduate
5. Anticipated graduate date.
6. Declared Major (any major which falls within one of the FCS Content areas is acceptable)
7. Name of Campus Advisor who will support and advise the student if they are elected.
8. Phone Number and Email of Campus Advisor who will support and advise the student if elected.
9. Reason for applying: Why do you wish to serve as a Student Unit officer?
10. Qualifications
  - a. List leadership positions, offices, committee project involvement in the AAFCS Student Unit (SU) of the local, affiliate, and national level. (Limit 5)
  - b. Describe any significant community and/or campus leadership experiences. Indicate group, responsibility, and length of time. (Limit 5)
  - c. List two SMART (Specific, Measurable, Attainable, Relevant, Time-bound) Goals you have for your time on the student unit, if selected?
    - i. How will you accomplish these goals?
  - d. What is your greatest personal and professional achievement?

### **Evaluating the Application & Election Process**

- Applications are reviewed by AAFCS staff and current student officers. A slate of nominees are selected for inclusion on the election ballot. The ballot is circulated to all current student members in good standing.
  - Officers may not score the applications of students from the same college or university.
- Each AAFCS Student Member in good standing is entitled to vote in National Student Unit Officer elections.
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### **Installation of National Student Unit Officers**

- Once elected, National Student Unit Officers meet as a group to self- determine their roles within the Student Unit Leadership Team.
  - An Officer for Vice Chair must be willing to serve for two-years. As Vice-Chair in year one, and Chair in year two. This requires that the candidate be a student that will be a student for the next two years. If one is not available from the student members elected, the application and election process in the next year will include the election of a new Chair.
- Officers are installed at the Annual Conference during the Student Unit Business Meeting.
- Officers, other than the Vice-Chair, serve a one-year term.

### **Section 2:**

### **Duties of the National Student Unit Officers**

- National Student Unit Officers
  - Represent student members on the Leadership Council and retain three votes on the Council.
  - Promote the development of student leaders.
  - Promote the AAFCS strategic direction.
  - Promote professional development, networking, and collaboration among students and between the students and AAFCS groups.
  - Be responsible for compiling national Student Unit-related directories.
  - Be responsible for updating HUGS application forms as needed.
  - Plan experiences for AAFCS student members to:
    - Meet and know people who have attained recognition in the FCS profession.
    - Explore career opportunities and promote knowledge of the capabilities of FCS professionals.
    - Increase mutual understanding among people of all cultures.
    - Develop professional interest and build community.
- Officer positions and responsibilities
  - Chair
    - Be responsible for the overall planning and leadership of the unit.
    - Serve as the official liaison representative of the Student Unit to the AAFCS Board of Directors (as needed).
    - Serve and assign leadership of other officers to appropriate AAFCS committees at the discretion of the Board of Directors.
    - Assume responsibility for the Student Unit program of work.
    - Preside at Student Unit meetings.
    - Appoint Student 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.
  - Chair-Elect
    - Serve as parliamentarian for all business meetings of the unit to ensure that proper Robert's Rules of Order are being followed.
    - 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.
    - Be responsible for the selection of candidates for the Student Unit Officer Election.
  - First Vice-Chair
    - Coordinate the collection of Student Unit information to be posted on the AAFCS website.
    - Coordinate the Student Unit Awards application and selection process, as applicable.
    - Record and keep the minutes of the Student Unit meetings.
    - Assume the duties of the Chair-Elect if one is not elected.
  - Vice-Chair of Outreach and Service
    - Serve as a liaison between pre-professionals, graduate students, and professionals.
    - Coordinate the annual Student Unit community service project at Annual Conference and the year-long project.

- Officer at Large
  - Support the work of the National Student Unit.
  - Support the development of the Student Unit Annual Conference community service project and the year-long project.
- Expectations:
  - Attend monthly National Student Unit Officer meetings.
  - Coordinate and attend Student Unit meetings (meetings of all AAFCS student members).
  - Attend Annual Conference, when possible.
  - Seek feedback from student unit chapter members in their regions and beyond and bring that feedback back to the leadership team.
  - Speak on behalf of the Student Unit, upon request and as needed and available.

### Section 3: Evaluation Criteria

The following criteria correspond with the National Student Unit Officer Application. They provide clarification, ease in preparing the application materials, and consistency in evaluation.

<b>Evaluation Criteria</b>	<b>Points Possible</b>
Interest in serving as a Student Unit Officer.	/ 10
Leadership positions, offices, committee project involvement in the AAFCS Student Unit (SU) of the local, affiliate, and national level.	/ 18
Significant community and/or campus leadership experiences.	/ 18
SMART (Specific, Measurable, Attainable, Relevant, Time-bound) Goals applicant will focus on during their time on the National Student Unit Leadership Team.	/ 18
Plan to accomplish above stated goals.	/ 18
Greatest personal and professional achievement.	/ 18
<b>Total</b>	<b>/ 85</b>