

## **Student Task Force Volunteer Opportunities**

Position: **Regional Representative**

Term: 1 year commitment

Duties:

- Uphold active membership in ARCA organization.
- Attend and contribute positively to conferences during your active term.
- Recruit members for ARCA and encouraging student chapters within your region.
- Maintain a list of Student Task Force members and ARCA student chapters within your region.
- Contact Student Task Force (STF) Representative at least bi-monthly by phone or email to give updates and/or report any concerns within the assigned region.
- Send a note of welcome to the schools assigned to your region and provide the schools with contact information in case of needs, concerns, and for follow-ups.
- Work closely with the STF Representative in planning conferences and/or other ARCA related activities.
- Serve as the liaison between the respective region's students and the STF Representative.
- Gather the needs and/or concerns of the students in the region and provide a written report of the students' needs and/or concerns in both January and September.
- Brainstorm and consult with other regional representatives about successful techniques used in their regions.
- Discover ways in which the STF can add money to the Charlene Kempfe Scholarship Fund and gain finances for other scholarships and conference assistance.
- Play a leading role in the development and implementation recruitment plan for new members of ARCA organizations and student chapters in your assigned regions.
- Periodically, forward accomplishments of students within the region and updates to STF Representative to be posted to the STF website.
- Request and submit master and doctoral students nominations for the student of year award.
- Maintain a binder of your notes, records, and other valuable items which may assist the successor.
- Maintain a positive attitude and good working alliance among the STF cohort.

Position: **Associate Regional Representative**

Term: 2 year commitment

Duties:

- Maintain active membership in ARCA organization.
- Become familiar with the duties of the regional representative during his/her term and assume the duties of the regional representative the following year.
- Work closely with the regional representative in recruiting students for ARCA membership, encouraging student chapters, and presentations at conferences.
- Assist in determining, monitoring, and strengthening the STF and its activities.
- Help the regional representative gather the highlights of students' success within the assigned region.
- Be available by phone or email by regional representative and Student Task Force Representative.
- Help gather and submit regional news to the STF Representative for website postings.
- Work closely with regional representative in discovering ways in which the STF can add money to the Charlene Kempfe Scholarship Fund and gain finances for other scholarships and conference assistance.
- Maintain a positive attitude and good working alliance among the STF cohort.

Position: **Student Task Member**

Term: Open

Duties:

- Maintain active membership in ARCA organization
- Help recruit other students to become a member of ARCA organization and STF.
- Be visible and present at ARCA and STF related activities
- Make concerns and/or needs known to your associate regional representative and/or regional representative.
- Provide suggestions on how ARCA student functions and the STF structure may improve.