sme membership

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Student Chapter Officer Position: Faculty Advisor

Term: 1 year (but can serve longer)

Time Commitment: 10+ hours a month

Required: Yes

Position Description

The student faculty advisor consults with student officers and acts as a liaison between the student chapter, SME National, and at least one local SME professional chapter. Faculty advisors offer advice on student chapter matters to student officers and work to provide continuity in chapter policies and procedures from year to year, as chapter leadership changes.

Responsibilities

- Aid in training new student officers as they are elected.
- Help student chapter leaders understand their roles and responsibilities by explaining the resources available through SME's Professional Chapter
- Management Guides, all easily adaptable to student chapter situations.
- Assist student officers in creating programs of value to student members (technical meetings, forums, plant tours, etc.).
- Serve as a nonvoting member of all elected and/or appointed committees.
- Support SME and the student chapter by promoting chapter membership and actively engaging in recruitment and retention activities.
- Help student chapter officers meet their chapter reporting requirements as defined in the SME Governance Document.
- Partner with local SME professional chapters to deliver cooperative programs that help build enthusiasm for SME membership — both student and professional.
- Encourage student members to "bridge" Emerging Professionals membership following graduation.
- Nominate the chapter and its members for the appropriate SME recognition and scholarships.
- Encourage chapter members to participate in SME opportunities designed especially for students.
- Take on additional responsibilities as outlined in the SME Governance Document.

For more information about the position, please see the SME Governance document.

Revised: January 2024