

# VICE CHAIR OF STUDENT ACTIVITIES

## POSITION DESCRIPTION

SAE relies heavily upon its sections to take leadership in stimulating SAE student membership and Collegiate Chapter activities. The key people in this program are the **Vice Chairs of student activities** of the individual sections. Guided by the Section/Student Activities Committee of the Sections Board, it is their responsibility to work closely with Collegiate Chapter officers and faculty advisors at schools where Collegiate Chapters have been established, and to work with faculty members at schools that have no organized SAE student activity.

Student members are an important asset of SAE. A substantial number of student members continue their affiliation with SAE after graduation. To encourage their membership, special dues rates are available.

On various engineering campuses, SAE student members have established collegiate chapters with the sanction of the school administration and the SAE Engineering Education Board.

A vice chair of student activities (VCSA) is elected by the section members and becomes a member of the section governing board. To assist the VCSA with the job of strengthening section collegiate chapter relations, a VCSA handbook is available from SAE Headquarters.

Early in the year, the VCSA should establish a committee, including at least one individual (possibly an alumnus) to maintain liaison with each engineering school in the area. This is an excellent opportunity to keep recently retired members involved in section activities.

This committee should be organized and functioning before the beginning of the school year so that an early start can be made with the schools. This committee should:

- Develop cooperative programs between the section and collegiate chapters within or near section boundaries.
- Orient new student officers as they are elected.
- Establish a close working relationship with chapter faculty advisors.
- Cooperate with chapters in formulating the program for the year and securing speakers. This is usually done in September.
- Encourage collegiate chapters to set up approved special events that will build student enthusiasm for SAE and enhance SAE's stature at engineering schools.
- Contact Deans of Engineering at schools where there is no SAE Chapter activity to offer cooperation in securing speakers on automotive subjects, arranging plant tours, etc. These deans should be added to the section mailing list to make them aware of your activities.

- Make sure collegiate chapters, faculty advisors and student chairs are invited to at least one governing board meeting and are placed at the main table of at least one section meeting.
- Keep governing board and section membership informed of collegiate chapter activities.
- Cooperate with section vice chair membership and faculty advisors to make certain that each graduating SAE student member recognizes the benefit of continuing their membership following graduation, and is encouraged to take advantage of transfer to regular membership.
- Keep the SAE Sections Board/Student Activities Committee informed of local student activities (address c/o SAE Headquarters) and call upon this member advisory committee for assistance or to suggest improvement opportunities.
- Report to the section governing board on accomplishments during the year and make recommendations for future improvements.

**SAE will supply, upon request, each section vice chair of student activities with:**

- A list of schools within the section's boundaries from which SAE accepts applications for student membership.
- A list of SAE Collegiate Chapters and faculty advisors within the section's boundaries.
- Names of other schools where interest in SAE activity has been expressed and name of the faculty contact.
- Copies of the following materials:
  - SAE Student Membership Applications
  - Student Posters
  - Resume Database Materials
  - Manuals on Collegiate Branch Operations
- Semi annual report of student enrollment figures.
- SAE Student Action in Engineering, a quarterly newsletter that contains information on what the collegiate chapters are doing.

If you have any questions, please call Educational Relations 724-772-8533.

As Vice Chair Student Activities, it is your responsibility to develop programs and support networks to strengthen the relationship between sections and collegiate chapters.

Student members often perceive SAE national/international design competitions as the only real membership benefit. Exposure to section activities during a student's college career demonstrates the benefits derived from involvement in a professional society. The student will develop a network, which includes contacts with engineers active in industry and government. Involvement in section activities also provides the student with opportunities for leadership development. The

student will learn the importance of section involvement as a resource to aid in professional and career development. SAE sections can challenge their student members to participate in activities, which will enrich their engineering knowledge and promote professional growth.

Stimulating student membership and student involvement in section activities happens through effective and imaginative section leaders. As Vice Chair of Student Activities, you are the catalyst for fostering the relationship between sections and collegiate chapters. It is your job to facilitate the process, which will lead to a stronger relationship between your section and the collegiate chapters within the section's boundaries.

Involving students in section activities benefits not only the collegiate chapter but the section as well. Student involvement in section activities can bring a new vitality to your section and at the same time prepare students for involvement in SAE after graduation. Student members who have been exposed to section involvement are more apt to support section activities as a professional than those who are not. However, the fact is SAE is losing students after graduation. They literally disappear for five or six years. The challenge is to turn that around. Your section can be the critical link to making that happen. Begin today to foster and nurture the partnership between your section and your collegiate chapter(s). A partnership which invests in the future of SAE.