

# Regional Student Conference Roles and Responsibilities

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## **AIAA Volunteer Role**

There are several volunteers who play a major role in helping the host university have a successful event: Deputy Director of Education for each region, the Regional Director, Deputy Director of Finance for each region, the host university faculty advisor, the subcommittee chair, and local section members.

## **AIAA Volunteer Responsibilities include the following:**

### Student Activities Committee—Student Conference Subcommittee:

- Reviews and approves all abstracts for all student conferences.
- Reviews and approves all final papers submitted for all student conferences.
- Creates, maintains, reviews and updates student conference rules, as necessary.

### Deputy Director of Education:

- Works with the student branch faculty advisors in the region and supports the regional conferences.
- Keeps a 3–5 year rotation list of the student branches to host the event
- Holds onsite meeting with faculty and student conference organizers to discuss the overall conference experience
- Approves preliminary and final budget work with regional Deputy Director of Finance, faculty advisor, and student organizers
- Works with local professionals from the region and the faculty advisor of Host University on securing a head judge from the region
- Works with local professionals from the region to obtain any sponsorship opportunities for the conference
- Reports updates and progress at RAC meetings and to SAC and the AIAA Student Programs Coordinator
- Attends student conference

Conference Organizer (students at Host University): The student branch at the university organizes a group of students (no less than 10) to host the student conference in their region. This group of students consists of the lead conference organizer, the webpage coordinator, the treasurer, the events coordinator, the communications coordinator, etc. The lead organizer works directly with AIAA staff and the Deputy Director of Education for the region.

## Tasks Include:

- Creates preliminary and final budget with the assistance from the faculty. Submits to the Deputy Director of Education
- Hosts event—see Hosting Guide
- Submits final report to AIAA Student Programs Coordinator

### **AIAA Staff Role**

The role of the staff is to monitor the conferences (i.e., distribution of money and updating the online system). The staff works with the Student Conference subcommittee chair of the Student Activities Committee and other volunteers who are assisting the host universities.

### **AIAA Staff Responsibilities include the following:**

#### Student Programs Coordinator

- Upon receiving the approved budget from the Regional Deputy Director of Education, staff transfers funds from AIAA Foundation account to the treasurer of each region with an email notification to the Deputy Director of Education, the Regional Director, the faculty advisor, and the student conference organizer.
- Provides the SAC—Student Conferences Subcommittee chair with deadlines for abstracts and final papers for their review and approval
- Ensures that the conference organizers understand how to use the conference portal. Hosts webinar/telecom for all conference organizers.
- Sends a list of student members, faculty, and professional members, by region, to each conference organizer
- Sends prize money directly to winners.
- Provides judges with access to the conference portal and ensures that they understand how to use it and where the guidelines and forms are located.
- Attends student conferences to meet with conference organizers, student branch chairs, faculty, and Deputy Director of Education