**CUA LIS Student Representatives Guidelines**

**If you are interested in serving as a student representative:**

Student representatives serve an important role in the LIS Department. Your interest in a leadership position and willingness to assume responsibility for representing your follow students makes this something you should be proud of and we encourage you to list your role and responsibilities on your resume or CV.

Student representative positions will be announced via departmental listservs. These announcements will include a brief description of the charge of the board/committeeand expectations for representatives.

Students interested in serving as a representative should submit:

1. A resume or CV
2. A brief description of why you are interested in serving on a particular board/committee

If you would like to be considered for future openings, please contact the department or your current student representative or the board/committeechair(s).

**If you have been selected to serve as a student representative:**

Congratulations on being selected as a student representative to a LIS Board or Committee! We are grateful for your willingness to serve as a leader, and we want to share the expectations for this role.

**Your job is to represent students to your board/committee and your board/committee to students.**

**You represent the student body to the board/committee.** Your job is to advocate for your fellow students by sharing students’ perspectives, needs, and concerns with your fellow board/committeemembers. You should solicit input from your fellow students via the listserv and in your conversations with other students. Please be present physically or virtually at all meetings. If for any reason you cannot attend a meeting, please advise the board/committeechair in advance and provide any suggestions you may have for an alternate student to serve in your place. This is an important role for school decision-making and student representation is vital to a healthy school climate.

**You also represent the board/committee to your fellow students.** You should use the listserv to send out meeting agendas and ask for student input in advance, as well student group meetings and your conversations with fellow students. It’s important to be persistent and consistent in your communications even if you initially receive little feedback. This is part of a healthy school climate, and your leadership is vital to support that goal.

**You are a leader, so make your role count.** Your job as a professional is to foster transparency while being mindful of limited meeting time. Summarize student input whenever possible, using your professional judgment in deciding how to frame this input for the board/committee. Are your issues for discussion or do they require action? Will the committee need more information that you can gather in advance? How urgent is your issue? We encourage you to solicit advice from the board/committeechair and membership and other student representatives.