

Ohio Association for Behavior Analysis Student Representative - Position Description

Term: Two years, limited to 1 term

Estimated Time Commitment: approximately 5 hours per month

General Overview:

According to the OHABA Bylaws, the Student Representative serves to collaborate with and assist the education chair in coordinating Education Committee activities to promote and maintain positive relations with regional colleges and universities offering coursework in Applied Behavior Analysis to promote active student involvement through recognition of student submissions to the annual conference.

General Responsibilities:

- Required to assist the Education Chair in leading the Education Committee Meetings.
- Co-host four committee meetings per year and submit meeting minutes to the Board 5 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Works with Secretary to create budget each year with the Education Committee
- Monitors and manages email sent to the Student Representative email no less than on a weekly basis.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

Position Specific Responsibilities:

- Represents the student membership as a whole in consideration of policy issues, operating problems, and external relations.
- Contributes to the completion of the Education Chair quarterly report which is provided to the Secretary, reviews quarterly action items and supporting materials prior to meetings, and comes prepared to make a thoughtful contribution.
- Remains informed about the Association's programs and actions within the state of Ohio as an ambassador to promote the Association's efforts.
- Facilitates communication between the Board and student members when appropriate and brings issues or concerns of student members to the Board.
- Participates in membership recruitment activities and other Association activities as assigned.

