**Student Representative**

**Elected or Appointed:** Appointed  
**Reports to:** WAND President  
**Position Duration:** 2-years (first year as acting Student Representative, second year as mentor to new Student Representative)  
**Voting/Non-voting:** Non-voting ex-officio member of the WAND Board

**Position Purpose:**  
This position is responsible for acting as an intermediate between the WAND Board of Directors and the dietetic students of Wisconsin. This individual will communicate any concerns, suggestions or needs of the students to the board and also provide input on meeting topics. This position is in charge of helping develop and run the annual student WAND conference each fall.

**Ideal Requirements for Student Representative:**  
1. Organized  
2. Attention to detail  
3. Excellent communication skills, both verbal and written  
4. Motivated  
5. Ability to manage multiple tasks

**Responsibilities:**  
1. Act as a resource to Board of Directors as to what students want and need each year from WAND.  
2. Work with PEP Committee to plan Annual Student Conference.  
3. Work with the Marketing and Communications Committee’s Student Liaison to contact the dietetics clubs at the beginning of each semester/school year.  
4. Attend monthly conference calls of both the PEP Committee and the WAND Board.  
5. Work closely with Professional Education Chair and Chair-Elect to develop the WAND Student Conference schedule to best meet the needs of both attendees and speakers.  
6. Monitor emails and field questions from students and board members in a timely fashion.  
7. Collaborate with the Marketing and Communications Committee’s Student Liaison to organize, conduct and promote the National Nutrition Month video contest.  
8. Mentor the new Student Representative in the second year of your term

**Reporting Duties:**  
1. Monthly student report to the WAND Board (September – August).  
2. Monthly student report to the PEP Committee (August-May).

**Travel Requirements:**  
- Attendance at the WAND Annual Conference  
- Attendance at the WAND Annual Student Conference  
- Attendance at region WAND events when able

**Expected Time Commitment:**
2 hours per month for PEP Committee and Board conference calls
2-4 hours per month on other duties (may be more during WAND Annual Student Conference month, but considerably less during summer months)

Resources:
Will be working with mentorship from previous year’s student representative.

Materials to Be Passed on to Successor:
Best practices form, universities’ club’s contact form, and conference planning materials.

Benefit for volunteering in this position:
• Leadership and networking opportunities
• Collaboration with WAND Professional Education Planning Committee to support quality continuing education for WAND members and students
• Opportunity to guide and encourage students and interns

What Student Representatives place in their resumes:
Responsible for acting as a liaison between the WAND Board of directors and students within the state of Wisconsin. As part of the WAND Professional Education Planning Committee, the Student Representative plays a role in planning the content and structure of the Annual Student Conference.

Leadership Advancement:
After two-year term, may opt to run for Professional Education Chair-elect or another elected Board position.