

AAAE Academic Relations Committee (ARC)

Student Chapter Liaison Guidelines

In order to have a consistent approach to the various schools and their Student Chapters, I would suggest the following information be reviewed:

- Introduce yourself as the Academic Relations Committee liaison to the school.
- Indicate the Committees' interest in assisting the school in meeting Charter requirements, obtaining information, or with general guidance, etc.
- Make yourself available to answer any questions the Advisor or Chapter may have. Establish contact information where you can be easily reached.
- Encourage the school to visit the [Academic/Student Resources](#) webpage for information regarding Mentors, internships, scholarship information, the Student Chapter Manual, etc.
- Encourage the Advisor and Chapter Officers to review the information submitted to AAAE upon inception of the Student Chapter (i.e., the Student Chapter Constitution and By Laws), as well as to become acquainted with the other information in the Student Chapter Resource Manual and/or the Faculty Advisor Handbook (available on the ARC webpage), as well as the AAAE Constitution and By Laws.

New Chapter officers had indicated difficulties in knowing how to fulfill their office. The review of this information, which they may or may not be aware of, will be helpful in getting them started.

- Review the new Student Chapter Benefit Enhancements with the school. – i.e. one free registration for the Faculty Advisor and two comps for students as well as six 50% discount certificates for any AAAE meeting
- Stress the fact that these new benefits will only be available to a Student Chapter if their Annual Report is received by AAAE no later than February 15th of the school year. This requirement and the annual filing date of February 15th will apply in all future years also.
- If you don't have the information requested available to you, please ensure that there is an outreach to Amy Calliari, Manager, Membership/Accreditation & Certification Programs and AAAE ARC Liaison, to obtain the information. Also, ensure that responses are made on a timely basis.
- Encourage the Student Chapter to make news of their activities known by getting this information posted in the Academic Update column in the Airport Report.
- Encourage participation at AAAE Annual Conference and Student Chapter Report at that meeting.
- Ideally, contacts, if for no other reason than checking in, should be on a monthly basis, or close thereto.
- Encourage participation in the AAAE C.M. Program