Student Representative on ASPHN Board
Board Position Description

I. Statement of Purpose

A Board-level position for a student provides opportunities for the Association to serve and empower potential leaders to make a difference through advocacy and engagement. Through this position, ASPHN offers networking opportunities with experienced leaders who share professional interests with students. Simultaneously, the Association seeks to enhance the Board leadership practices by communicating and learning from students.

The ASPHN membership category, Associate Member, allows students to join the organization with a reduced fee for emerging professionals. Emerging professionals include students and those in the first two years following graduation. Students include university undergraduate students, graduate students, including master's and doctoral levels, and students in an accredited dietetic internship or dietetic technician program.

II. Goals

The Association's goals for the student board member position are to 1) provide an emerging professional with experience in public health nutrition leadership, 2) provide an opportunity to learn more about ASPHN, and 3) bring the student perspective to the organization.

III. Position description:

This Board of Directors Student Representative position is a one-year (August – July), non-voting position for a student in the Associate membership category. The student must be enrolled in an undergraduate or graduate-level nutrition, nutrition-related, or public health program from an accredited college or university; students in an accredited dietetic internship or dietetic technician program who have a strong interest in nutrition or public health are included. The undergraduate student must be a junior or senior during the appointed term. *Although the term begins in August, the Student Board Representative may be invited to attend the ASPHN Annual Meeting in June.

IV. Student Board Representative Roles and Responsibilities

The student board representative will participate as an active member in the Annual Meeting Planning Committee and on the Student Selection Ad Hoc Committee. Throughout the year, the student may also be asked to assist with planning a student networking event and/or a career fair.

Attending the meetings of one other committee or council is recommended to see how the Association functions.

A. For the Annual Meeting Committee:
    a. The student will assist in planning the student session as the co-chair of the student session.
    b. The student will reach out to ASPHN student members as a networking tool for the annual meeting, completing an assessment/survey to help determine appropriate topics to cover during the student networking session. For guidance on contacting students, contact the ASPHN consultant, Amber Brown, at amberbrown@asphn.org.
B. For the Student Selection Ad Hoc Committee:
    a. The student will serve on the selection committee for the incoming student representative. This committee will require evaluating applications based on a rubric to select the incoming student. These instructions are provided to the committee once established. This committee meets once in November and once in April.
C. The student will be provided with a mentor. The Student Mentor will help orient and guide the student to the Board's responsibilities, functions, and meeting format. The mentor will routinely meet with the student to encourage participation, review board packets, and support them in fulfilling their responsibilities. The mentor will help the student feel comfortable participating and learning during Board meetings. Meeting times and frequency will be determined by the student and mentor.
    a. The mentor can also help the student strengthen their professional presence by offering guidance on building a résumé, creating or enhancing a LinkedIn profile, and identifying ways to highlight their leadership experience within ASPHN and beyond. In addition, mentors may support career exploration by providing insight into public health nutrition career pathways, offering advice on navigating early-career transitions, and sharing strategies for networking within national professional organizations. Mentors can also help students set professional goals, prepare for leadership roles, and gain confidence in communicating their skills and experiences in professional settings.

D. During the year, the student will:
    a. Help plan 1 student networking event and/or career fair alongside the MC&O Committee Chair. This could be done in the fall or spring.
    b. Prepare one board report. This board report could be about the annual meeting, the student networking session, or any other student-related item under the direction of the ASPHN consultant who manages student activities (Amber Brown).
    c. Submit at least one article for the newsletter and one social media post. The posts may be to promote the annual meeting, to provide a summary of the student session at the annual meeting, to

promote or summarize the student networking session, to promote student member engagement, or to recruit new student members.
    i. For guidance on the newsletter or social media post, reach out to Amber Brown, who will connect you with the ASPHN Newsletter Editor and the ASPHN Director of Communications.
d. Practice effective positive communication skills.
e. Help create an atmosphere of mutual respect between students and Board members in voicing the needs, desires, and concerns of fellow students as described in the Guidelines for How We Work Together found in the Board packet.
f. At the end of the term, the student will prepare one evaluation summary of the experience and submit it for the Board Informational Report. The outline and guidance for the summary are provided in the orientation packet.

V. Roles and Responsibilities of the Association
1. Provide a welcoming and supportive environment for the student member.
2. Help create an atmosphere of mutual respect between the student and Board members in order to foster effective communication.
3. Provide the needed orientation to the Association and the Board.
4. Provide follow-up as needed; mentor the student to ensure understanding and growth are occurring.

VI. Benefits to the Student:
- Meeting like-minded professionals
- Gaining professional development while building competence, confidence, and awareness skills
- Learning from hands-on experiences in planning at the national level
- Developing leadership skills, such as goal-setting, decision-making, team building, collaboration, and conflict resolution, while enhancing their own personal growth and development.
- Observing professional values and standards in action while addressing challenging issues
- Enhancing their resume through service to the Board
- Being exposed to job searches or learning about unexplored specialties within their field
- Understanding and appreciating Board member responsibilities by working side by side on goal-related projects.

VII. Benefits to the Association
- Promotes the profession and the Association
- Promotes future participation in national professional organizations

- Prepares a body of students to consider public health nutrition as a career
- Provides training to ensure better trained, qualified public health nutrition workforce.
- Allows new perspectives from emerging professionals
- Enhances a better professional and student understanding and appreciation of one another by working side by side on goal-related projects.

VII. Qualifications

1. Membership in ASPHN.
2. Current full or part-time university student at junior or above academic level at the time of the start of the Board term, enrolled in nutrition or public health for a BS, MPH/MS, PhD, DPH, or enrolled in a dietetic internship program or an accredited dietetic technician program. NOTE: A sophomore may apply if their junior year begins by August.
3. If not enrolled in a nutrition program or public health, experience or interest in nutrition will be considered for related degrees such as health promotion or health education.
4. Leadership experience at the collegiate level is preferred.

This is a Calendar Timeline for Board meetings, committee meetings (namely annual meeting and ad-hoc student selection committee), and work plan. NOTE: this is a guideline; events can change. Always refer to the committee work for confirmation on time.

Month	Responsibility Task	Comment
Tasks that can be done any time between August 2026 and July 2027	• Submit one board report. (Anytime throughout the year). Reach out to Amber Brown at amberbrown@asphn.org. • Submit one article for the newsletter. (Anytime throughout the year) Reach out to Amber Brown at amberbrown@asphn.org for guidance. • Submit one social media post. (anytime throughout the year). Reach out to Amber Brown at amberbrown@asphn.org for guidance.	
April/May 2026	• The student is selected	
June 2026	• If funds are available, may attend ASPHN's Annual Meeting (June 14-16, 2026). The existing student representative may also be in	

	attendance. ● Initial Orientation with the consultant and mentor.	
August 2026	● Attends orientation for new Board Members ● Attends Board Meeting; 2nd Friday of the Month ● Meets with the ASPHN mentor to establish the schedule for routine calls (Note: Each student will need to tailor the calendar below to include the mentor calls.)	
September 2026	● Attends Board Meeting; 2nd Friday of the Month	
October 2026	● Attends Board Meeting; 2nd Friday of the month ● Attends the Annual Meeting Planning Committee meetings. The student begins planning the student breakout session.	
November 2026	● Attends Board Meeting; 2nd Friday of the month ● Attends Ad Hoc Student Selection Committee conference call held to confirm materials and recruiting process. ● Attends Annual Meeting Planning Committee: The student will create and send an assessment/survey to all student members to help determine appropriate topics to cover during the student networking session. Amber Brown (amberbrown@asphn.org) will assist with this process.	
December 2026	● Attends Board Meeting; 2nd Friday of the month. ● Attends Annual Meeting Planning Committee Meeting.	
January 2027	● Attends Board Meeting; 2nd Friday of the month. ● Attends Annual Meeting Planning Committee Meeting ● Check-in Meeting with the ASPHN consultant over the student board rep.	
February 2027	● Attends Board Meeting; 2nd Friday of the month. ● Attends Annual Meeting Planning Committee Meeting.	

March 2027	● Attends Board Meeting; 2nd Friday of the month. ● Reviews applications via a rubric received from the ASPHN consultant for members of the Ad Hoc Student Selection Committee. ● Attends Annual Meeting Planning Committee.	
April 2027	● Attends Board Meeting; 2nd Friday of the month. ● Reviews student board representative applications via a rubric received from the ASPHN consultant for members of the Ad Hoc Student Selection Committee. ● Attends the Ad Hoc Student Selection Committee to select the candidate as the incoming representative. ● Attends Annual Meeting Planning Committee Meeting; speakers confirmed.	
May 2027	● Attends Board Meeting; 2nd Friday of the month. ● As the current student board representative, attend an orientation call with the incoming student board representative. ● Annual Meeting Planning Committee Meeting - any supplies or materials needed for the annual meeting are requested. ●	
June 2027	● Attends Annual Meeting (June 13-15, 2027): Oversee the student session at the annual meeting. Note: Incoming student representative attends ASPHN (if funds are available) with current student rep.	
July 2027	● Attends Board Meeting; 2nd Friday of the month. ● Submits an evaluation summary of the experience for the Board Informational Report. The outline and guidance for the summary is provided in the orientation packet. ● Attends exit interview call with ASPHN consultant, ASPHN Executive Director, and ASPHN secretary. ● Term ends July 31, 2027	
August 2027	● The student rolling off the Board in July may be asked to meet with the incoming student.	