

Collegiate Relations Committee

Role Outline and Description

Purpose: To have a clear indication of the VP of Collegiate Relations role, expectations and committee responsibilities in order to delegate tasks and time commitments appropriately. To have a prepared document available for easy on-boarding of new committee members.

Collegiate Relations

The VP of Collegiate Relations will act as liaison between AMA Omaha and student chapters.

Responsibilities

- Build a strong relationship with active Universities among students and faculty
- Help select a Chapter Student Board (President, President Elect, Secretary, Social Media, Membership, other roles as needed)
- Ensure all requests for National AMA are met by student chapter
- The AMA National requires colligate chapters to provide annual reports on
 - Officer Reporting Form as needed
 - Annual colligate chapter plan and budget (due in October)
 - Annual report (due in February)
- Responsible for knowing all AMA National Student chapter initiatives, communicating them to the student chapters, and assisting them in meeting the deadlines (such as national scholarships, contests, so on), communicating them to the AMA Omaha Chapter Board and community
- Be the building bridge between students and the professional community (assist with providing information on internships and entry jobs available to students by our members throughout the year)
- Assist in transitioning students into AMA Omaha Chapter members upon graduation
- Attend monthly colligate chapter meeting and report to Omaha Chapter Board
- Establish and carry out application and submission process for annual scholarship form AMA Omaha Chapter
- Establish and carry out an annual student chapter event with assistance from the student chapter (such as a workshop, relevant speaker panel, mock interviews/resume help)
- Ensure all AMA Omaha Chapter events are communicated to student chapter and assist in registration of students, goal of 5 students/luncheon
- Keep an active list of all students, faculty advisors, assisting faculty in the AMA student chapter