

Do's and Don'ts for Student Representatives

Do:

1. Make sure that your division 45 dues are up to date so that you can ensure continued participation in the committee.
2. Find out what the specific charge of your committee is and how the committee operates in bringing about this charge
3. Find out what the specific expectations of the student representative are. You may have to help define these as a result of your involvement.
4. Reserve a specific amount of time for committee work each week. It will help you gauge what responsibilities you can take on and complete successfully.
5. Give the “student agenda” (as you understand it) higher priority than your personal agenda (particularly when these come into conflict). You are after all acting in representation of the division’s student membership.
6. Take advice from well intentioned experienced committee members.
7. Contact the committee chair if you have any concerns or questions regarding the work of the committee.
8. Incorporate the knowledge and expertise of your fellow student committee members by enlisting their help about issues related through the committee. (Using the listserv would be an excellent way to accomplish this)

Don't:

1. Let senior committee members foster anything other than “*acknowledged reciprocity*” with regards to your presence on the committee.
2. Let committee work take time that should go to achieving graduate training milestones (e.g., thesis defense, qualifying examinations, dissertation proposal, etc.). Committee work should be taken seriously, but should enhance rather than detract from your graduate training.
3. Forget that committees are professional groups where professional behavior and timely communication is expected.
4. Hesitate to volunteer if you have not been assigned a task or set of responsibilities. You can also agree to work alongside or with a senior member of the committee until you learn the ropes.