



NH Association of School Psychologists

*A community to support the practice of School Psychologists
in New Hampshire.*

www.nhaspweb.org

NHASP Student Assistants to the Executive Board

Overview:

The NHASP Student Assistant to the Board program is designed to mentor graduate students in the association through opportunities to work with NHASP leaders in a sustained fashion. The position is a one year position available to students enrolled in good standing in a graduate program in school psychology. Applicants must be a student member in good standing of NHASP.

These positions will provide the opportunity to become involved in the workings of NHASP while gaining valuable leadership experience and knowledge of our profession in NH. Additionally, student assistants will receive a \$100.00 stipend towards NHASP professional development activities for the year of their position.

Graduate students will apply to the executive board for a position. The executive board will determine which NHASP leaders will have student assistants available and maintain definitions for those positions. Each NHASP leader will be responsible for supervising and evaluating the success of his/her assistant.

Applicants will be required to submit a letter of interest and a recommendation from a professor in their program. The NHASP executive board will conduct interviews with candidates. Preference will be given to candidates who intend to practice in NH. The application process will be managed by the NHASP past-president for the membership year.

Positions can include student assistants to the President, Treasurer, NASP Delegate, and Membership Chair among others.

Privacy Notice: The student assistant to NHASP leaders must be respectful of the privacy of our members at all times. All personal information of members including directory information, financial information, and other personal information is intended for the personal use and convenience of our members. It is not to be conveyed through any means to an outside audience for purposes such as marketing or research. Individual members should not store this data electronically without proper safeguards and a specific need for the information.

NHASP Student Assistant to the President

The NHASP student assistant to the NHASP president will also serve as the student representative to the NHASP executive board and will help coordinate the other student assistants. Roles and responsibilities of this position will include:

- Helping coordinate conferences and other meetings
- Working with the president elect to plan conference for the following year
- Supporting association initiatives
- Surveying members and analyzing data

NHASP Student Assistant to the Delegate

The NHASP student assistant to the NH NASP Delegate will serve to help the delegate advance the mission of NASP in NH, connect NH practitioners to NASP, and support other advocacy and professional growth activities in NH. Roles and responsibilities of this position will include:

- Assist with the development and implementation of School Psychology Awareness Week (SPAW) activities in NH.
- Attend NHASP statewide conferences and assist with NASP table, discuss current NASP initiative and activities and resources.
- Attend local NHASP meetings and meetings of other groups to support NASP and school psychology.
- Participate in outreach and advocacy efforts alongside delegate

NHASP Student Assistant to the Treasurer

The NHASP student assistant to the NHASP Treasurer will serve to support the fiscal needs of the association. Roles and responsibilities of this position will include supporting the treasurer in:

- Managing and tracking membership dues, conference payments, and other revenue
- Accepting new registrations and membership applications at the morning of NHASP conferences
- Managing reimbursements for NHASP leaders
- Managing tax returns and other legal documents for the association

NHASP Student Assistant to the Membership Chair

The NHASP student assistant to the membership chair will serve to help the membership chair support and expand the membership of NHASP. Roles and responsibilities of this position will include:

- Assist in promoting membership
- Assist in membership renewal process
- Help maintain the membership database
 - Initially: Check the accuracy of home and work region assignments
 - As needed: Reassign home or work regions as members move or change jobs
- Help maintain mailing lists for The Protocol and for conference brochures
- Assist with distribution of membership directories
 - Help chairperson distribute directories at the fall conference
 - Prepare mailing of remaining directories