

ASLHS Chapter Councilor

The individual who acts as the sponsor for the ASLHS chapter on each campus is known as the Chapter Councilor and is usually someone who works closely with the adult learners at the college or university. This person may be in any faculty, staff, or administrative position. Students may serve as a Chapter Councilor if they are also staff, faculty or administration with the support of the sponsoring department/college.

Chapters may function in one of two ways: as an honorary or with a compliment of officers who act as the chapter's executive committee and hold meetings as designated by chapter requirements. The Chapter Councilor/organizing committee will choose the option which best suits the student population at the campus.

Basic responsibilities required of the ASLHS Chapter Councilor

Prior to receiving a charter:

- Secure and maintain senior management support for the chapter
- Choose and/or serve on the committee drafting the chapter's constitution and by-laws
- Select a secondary contact or designated deputy to serve with the Chapter Councilor
- Submit application materials for charter to the ASLHS Home Office
- Request the payment of the application/first year's dues fees to the ASLHS Home Office.

After a charter approval, responsibilities include but are not limited to:

- Planning the ASLHS induction ceremony/event
- Qualifying students for membership based on college/university constitution
- Ordering ASLHS supplies online for the ceremony (certificates, cords/stoles, pins, etc.)
- Inviting students to the ceremony
- Officiating at the chapter's induction ceremony after you have been inducted in to the Society from the ASLHS Home Office via email or by the ASLHS Officer of the Institutional Chapter.
- Sending an electronic copy of a spreadsheet listing of the new inductees to the ASLHS Home Office (Form on the website).
- Maintaining a perpetual list of student member names and addresses from each induction in the chapter's own records.
- Submitting documents as requested, responding to communications, and processing payment of dues to the Society within 60 days of billing by the Home Office.