Description of the objectives and responsibilities of the ISPOR Student Network Regional Leads

Positions:
- EMEA Regional Lead
- Latin America Regional Lead
- Asia-Pacific Regional Lead

Objectives of the Regional Lead:
- Work as a bridge of communication between local student chapters and the Student Network Leadership, connecting students from around the globe through further engagement of all Chapter Presidents.
- The Regional Lead will serve to bring the voice of members from their region to ISPOR and keep local chapter leadership spreadsheet up to date with ISPOR news and activities.
- Collaborate with the Chapter development committee to gauge potential in the respective region

Responsibilities:
- Collaborate with SN Chair, SN Past Chair, SN Advisor, FAC Chair, and ISPOR Staff on behalf of Chapter Presidents in their region.
- Plan to attend at least one of the ISPOR conferences that is nearest to your region (Funding is not provided by ISPOR);
- Facilitate Semi-Annual Regional Teleconferences with Student Chapter Presidents in your region and solicit Presidents for agenda items ahead of time;
- Be a driving force to report challenges, successes, and concerns from their region by soliciting agenda items from Chapter Presidents in Region to discuss during Monthly Leadership Teleconferences
- Periodically report results of efforts during the Monthly Leadership Teleconferences
- Attend Monthly Chapter President Teleconferences or designate a surrogate from your region to attend on your behalf.

*The tasks highlighted in this document refer to the principal responsibilities of the Regional Lead.*
### 4 Phases of the Student Network Regional Lead Mandate

<table>
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<tr>
<th>On-boarding (first 2 weeks)</th>
<th>Kick-off</th>
<th>Day-to-day</th>
<th>Succession</th>
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<tr>
<td><strong>July</strong></td>
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<td><strong>Tasks:</strong></td>
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<td>- Read Regional Lead</td>
<td>- Send introductory email to regional local chapters (the student executives and faculty advisor)</td>
<td>- Attend Student Network leadership calls</td>
<td>- Fill out Regional Lead Annual Report</td>
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<td>On-boarding dossier</td>
<td>- Relay regionally relevant information provided during first kick-off call</td>
<td>- Follow-up with unresponsive local student chapters (using email or WhatsApp). Scale up with Faculty Advisor, if unresponsive for X weeks?</td>
<td>- List highlights of the year</td>
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<td>- Become familiar with overall SN structure and Student Chapter resources</td>
<td>- Confirm transition leadership of local chapters</td>
<td>- Schedule monthly regional call with local student chapter leaders to cover (at least):</td>
<td>- List main concerns (during mandate or upcoming)</td>
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<td>- Meet with outgoing Regional Leads and SN Chairs (Incoming Elect Chair and Immediate Past Chair)</td>
<td>- Establish WhatsApp group with regional local chapter leaders</td>
<td>- ○ Upcoming ISPOR Conferences</td>
<td>- Attend hand-over regional lead leadership call with SN Chairs and ISPOR staff</td>
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<td>- ○ Promote application to Travel Awards</td>
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<td>- ○ Activity Grants</td>
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<td>- ○ Chapter Awards</td>
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<td>- ○ Relay any problems/questions to SN leadership roster</td>
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<td>Deliverables</td>
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<td>- Report and present regional updates during monthly Student Network leadership calls</td>
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</table>

**Important:** Make sure to cc Student Network Chair and Jada Lampte in all emails sent to local chapter

### Answering local student chapter questions
Throughout the year, it is very likely that local student leaders reach out to Regional Leads to ask information on many aspects of the ISPOR Student Network, such as Conferences, complimentary registrations, schedules, travel awards, etc. To make sure information is provided in a consistent manner with all local chapters, please refer to the following flowchart:
Workflow of how to answer questions from local student chapters:

QUESTION FROM LOCAL CHAPTER

I know the answer by heart

Compare content answer with existing documentation:
- Student Chapter Resource Center
- Monthly leadership call presentations

Answer question and cc SN Chair and ISPOR staff

I don't know how to answer question

Find information on Student Chapter Resource Center

Answers question?

YES

Answer question and cc SN Chair and ISPOR staff

NO

Find information on previous monthly leadership call presentations

Answers question?

YES

Answer question and cc SN Chair and ISPOR staff

NO

Find information on Student Network Leadership Dropbox

Answers question?

YES

Answer question and cc SN Chair and ISPOR staff

NO

Ask ISPOR SN Chair or ISPOR Staff

Answer question and cc SN Chair and ISPOR staff