

Student Chapter Development & Member Engagement Guidelines - Part 1

This document is intended to be a resource for new ISPOR Student Chapters to guide their operations 1 month after their formation.

Tips for students navigating ISPOR's website:

Visit <https://www.ispor.org/> and find "students" under "member groups". There you will discover detailed information about resources and opportunities of interest to students, including ISPOR's:

- Special Interest Groups
- Councils & Roundtables
- Global Groups
- Student Network
- New Professionals

Checklist and tips for starting out:

- Hold the first executive board meeting and organize your activities for the full year. Plan to have executive board meetings at least bimonthly, or as needed.
- Recruit student chapter members. Advertise the existence of the student chapter at your university and invite potentially interested students to join. A kick-off meeting or event can help drive interest.
- Develop and understand your chapter's governance, purpose, and mission.
 - E-board members can work together to draft a mission statement, which can be shared and approved by the student chapter leaders.
 - Follow all ISPOR guidelines as outlined in the Chapter Constitution. Your chapter must also adhere to the institutional body at your university that governs student clubs and professional organizations. You are beginning a new chapter, a key initial task will be learning the rules and requirements of both governing bodies.
- Presidents: be sure to attend ISPOR Student Network Leadership Meetings or assign a proxy to attend to not miss essential information. Take advantage of the [Student Chapter Leader Resource Center](#).
- Keep a log of student chapter activities that your organization sponsors throughout the year in preparation for and submission of the required Annual Report to ISPOR Student Network, and a Mid-Year Report, due in June. Student chapters are expected to submit an Annual Report if you are an active chapter for

more than 6 months and report for activities executed during that time. For example, if your chapter was formed in June 2026 then you will submit the Annual Report by January 31, 2027 for all activities that occurred between June 2026 and December 2026. Please note submission of the Annual Report is a requirement to maintain 'active' status as an ISPOR student chapter.

HELPFUL HINTS FOR PRESIDENTS

Go easy on the vitamin "I".

Your opinion does count, but it counts equally as much as anyone else's opinion in your group. If you express an opinion that is not in sync with the group, encourage everyone to give their thoughts on the subject.

Have someone keep minutes of every meeting.

Have someone take minutes of every meeting and get copies to all the committee members and advisor(s) (or post in a regular location). Keep the original in your files.

Have someone keep accurate event reports.

Here again you cannot rely on memory about an event six months after. Keep reports of all events, information collected, and who sponsored or helped. This is also a good way to document the good things your group is accomplishing.

Keep your financial reports accurate and up-to-date.

You cannot do a good job unless you know how much money has been spent and how much you have left in your budget. You should keep a record of all expenditures. When in doubt, don't be afraid to visit Student Involvement and ask for help.

Benchmark and collaborate.

A lot of material from various sources will be routed to each organization officer. Keep anything of interest to your organization to build a large database of information available to your group. During the quiet months (break and summer), collecting ideas from other schools may help. Informed groups are productive groups.

Evaluate your work at regular intervals.

You learn from mistakes. You and your organization members should honestly evaluate every activity you plan and carry out. Also, about twice a year go back to your basic mission statement and see if you are still on track.

Show your appreciation.

In order to build more satisfying relationships with the members of your organization, make a conscious effort to express more gratitude, appreciation, delight, affirmation, and encouragement. Appreciation rewards your members and lets them know that their many contributions are noticed. No matter how routine an action might be, saying "thanks" helps members feel their contribution was worth the effort. It takes an active awareness to continue giving appreciation.