

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

### Positions:

**EMEA Regional 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

On-boarding (first 2 weeks) July	Kick-off	Day-to-day	Succession
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>● Read Regional Lead On-boarding dossier</li> <li>● Become familiar with overall SN structure and Student Chapter resources</li> <li>● Meet with outgoing Regional Leads and SN Chairs (Incoming Elect Chair and Immediate Past Chair)</li> </ul>	<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>● Send introductory email to regional local chapters (the student executives and faculty advisor)</li> <li>● Relay regionally relevant information provided during first kick-off call</li> <li>● Confirm transition leadership of local chapters</li> <li>● Establish WhatsApp group with regional local chapter leaders</li> </ul>	<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>● Attend Student Network leadership calls</li> <li>● Follow-up with unresponsive local student chapters (using email or WhatsApp). Scale up with Faculty Advisor, if unresponsive for X weeks?</li> <li>● Schedule monthly regional call with local student chapter leaders to cover (at least): <ul style="list-style-type: none"> <li>○ Upcoming ISPOR Conferences</li> <li>○ Promote application to Travel Awards</li> <li>○ Activity Grants</li> <li>○ Chapter Awards</li> <li>○ Relay any problems/questions to SN leadership roster</li> </ul> </li> </ul> <p>Deliverables</p> <ul style="list-style-type: none"> <li>● Report and present regional updates during monthly Student Network leadership calls</li> </ul>	<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>● Fill out Regional Lead Annual Report</li> <li>● List highlights of the year</li> <li>● List main concerns (during mandate or upcoming)</li> <li>● Attend hand-over regional lead leadership call with SN Chairs and ISPOR staff</li> </ul>

**Important:** Make sure to cc Student Network Chair and Jada Lamptey 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**:

