Student Advisory Board, Society of Biblical Literature

The Society of Biblical Literature (SBL) is committed to the support and professional development of its student members. In affirmation of this support, the Student Advisory Board (SAB, previously the Student Advisory Group) was officially launched at the 2005 Annual Meeting of the Society in Philadelphia, PA. The establishment and ongoing promotion of SAB testifies to the Society's dedication to the fostering of student membership and participation in the activities of the Society.

ACTIONS/MANDATE:

1. To encourage student attendance and active participation at regional, national and international congresses, with a focus on paper presentations and professional skills development. A large part of this encouragement is initiated through SAB's RRs and OSRs.

2. To link SBL student membership to effective, working resources for skills advancement, facilitated through the development and maintenance of communication tools such as:

   - An online newsletter featuring achievements of SBL student members, articles relating to professional development and announcements of SBL events
   - A website and discussion boards
   - SAB blog

3. To foster and celebrate the success of student members through the implementation of travel and service grants, awards for outstanding papers, a mentorship program, peer partnerships and a possible online student journal.

4. To provide support in the development, review and evaluation of SBL policies and procedures as relating to student membership and participation and to make recommendations, where appropriate, to SBL Council on these matters.

5. To present resources and programming at the SBL Annual Meeting specifically geared toward student members, including an evening student reception.

6. To facilitate a stronger connection between student members and the Society as a whole, including the nomination of student members, through the Nominating Committee, to SBL boards, where appropriate, and committees.

7. To document best practices relating to student participation at both regional, national and international congresses.

8. Regional Representatives (RRs) and On-Campus Student Representatives (OSRs):

   The actions of SAB's RR network include:

- To work with regional coordinators, as part of the regional meeting planning committee if possible (best practice), to promote student involvement in and professional development opportunities at regional meetings
- To gather information at regional meetings about the concerns of and challenges facing SBL student members, and to communicate this information back to SAB
- To facilitate productive communication between the regional context of SBL and the annual meeting context regarding student involvement

The actions of SAB's OSR network include:

- To recruit SBL student members from their respective academic institutions, and recruiting a successor to his/her position as OSR
- To distribute communications from SBL and SAB, including Annual Meeting registration and proposal information, opportunities for regional participation, etc.
- To communicate the ideas and/or concerns of student members at their respective academic institutions to SAB
- To organize student workshops and activities such as pre-presentation reading sessions, grant proposal workshops, SBL information sessions, etc.

MEMBERSHIP: (Membership indicated by title**)**
SAB consists of nine core membership positions, alongside of an extended network of Regional Representatives (RRs), in order to maintain our focus on student development at the regional level, as well as a network of On-Campus Student Representatives (OSRs). The core nine members may also be regional representatives (for example, the Communications and Technology officer may also be the Regional Representative for the Upper Midwest), but this situation is not preferred, due to the responsibilities of and time commitments required by both positions.

Voting members:
- Chair
- Vice-chair
- Secretary
- Communications and Technology Officer
- Network Coordinator (International)
- Network Coordinator (Regional Representatives)
- Network Coordinator (On-Campus Student Representatives)
- Member-at-large
- Member-at-large

Members ex-officio:
- SBL Associate Director of Programs
- Faculty Liaison

Regional Representatives (up to 16 representatives):

RRs are appointed for a two-year term, with the opportunity for a one-year renewal, pending review by the Board. The responsibilities of RRs include participation on regional planning committees, attendance at regional meetings, recruitment of OSRs and reporting on regional best practices with regard to student initiatives. Currently these regions are defined as follows:

- Central States
- Eastern Great Lakes
- Midwest
- New England and Eastern Canada
- Pacific Coast
- Pacific Northwest
- Rocky Mountains/Great Plains
- Southeastern
- Southwestern
- Upper Midwest

MEMBERSHIP DESCRIPTIONS/FUNCTIONS:

Student Advisory Board Chair

- Preside over all meetings of the Board
- Act as the Board liaison to the Executive Director; present reporting and initiatives to the Executive Director
- Preside over the election process
- Organize communication between Board members
- Manage initiative timelines

Vice Chair

- Coordinate student sessions for the Annual Meeting with other Board members
- Liaise with the SBL Associate Director of Programs regarding student sessions (planning, technology requirements, etc.)
- Engage faculty or student panelists for sessions where needed
- Preside over meetings of the Board when Chair is absent
- Transition to position of chair

Secretary

- Record minutes of SAB meetings and teleconferences
- Distribute these minutes within three weeks of the meeting or teleconference to SAB membership, making revisions/editing as necessary
- Manage group documents on GoogleDocs
- Keep records of SAB documents, reports, etc., and develop/maintain these documents as needed

Communications and Technology

- Solicit content for newsletter from SBL membership
- Edit content for newsletter for style, accuracy, etc.
- Gather job announcements, upcoming conferences, grant announcements, etc. for publication in newsletter

- Format and publish newsletter electronically, three times annually
- Post newsletter to SAB website, monitor website content
- Observe online discussion relating to SAB and SBL student activities and participate in/mediate discussion where appropriate
- Implement new initiatives for SAB relating to technology, for example, video broadcasts of student sessions, SAB blog, etc.

Network Coordinator (International)
- Review current initiatives for members internationally
- Document areas for potential growth and areas of potential challenge in creating an international student member network
- Investigate new areas for student involvement and interaction at the international level
- Develop strategies for creating a sense of community or connection amongst student members internationally

Network Coordinator (RR)
- Maintain RR contact information
- Help to recruit new RRs at the Annual Meeting
- Work with regional chairs to review potential candidates for RR positions and to encourage student involvement at the regional level
- Provide support for RRs in developing student initiatives at the regional level
- Document best practices relating to RR activities

Network Coordinator (OSR)
- Maintain OSR e-mail directory
- Help to recruit new OSRs at the Annual Meeting
- Review potential candidates for OSR positions with Chair
- Communicate with OSRs regarding Annual Meeting information, publication of newsletter, relevant upcoming events, ideas for campus activities (Annual Meeting presentation preparation reading groups, SBL information sessions, etc.), and provide supporting resources
- Document best practices relating to OSR activities

Member at Large
- Act as a representative for general student membership, focusing on how initiatives/policies may impact upon this membership
- Manage SAB special projects or initiatives, as required*
- Voice any potential problems or opportunities presented by SAB initiatives or SBL policies to SAB

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*The two member-at-large positions will take on rotating functions, depending upon the needs of the group at the time; roles could include developing a proposal for a potential mentorship program, liaising with various SBL committees, development of a SAB blog, etc. One member-at-large can also serve as a point-person for nominations to the Board, if required.

Faculty Liaison (non-voting; not counted towards the core nine)
- Offer a faculty perspective on SAB student initiatives – how would a particular initiative prove professionally valuable?
- Advise on professional development opportunities for student membership
- Seek faculty participation in the SAB newsletter, Annual Meeting panel discussions, etc.
- Provide support for the Board in its initiatives and decisions