

SUGGESTED AIC EXECUTIVE COMMITTEE ROLES AND DEFINITIONS

Formal leadership roles can support your Academic Integrity Committee (AIC) identify a collaborative team and establish clear responsibilities to help your AIC be more successful. The following roles and definitions of responsibilities are suggested to include student participation. Committee roles should also include clear service dates (with opportunity to reenlist) with staggered dates of service to help the AIC maintain an experienced leadership core. As a full committee, or executive committee, rank each role for your AIC follow-up (1 = Very important, 2 = Important, 3 = Maybe helpful, and 4 = Not interested).

Executive Committee Roles and Definitions	Rank Priority to Your AIC (1-4)
<p>Chairperson (adult)</p> <ol style="list-style-type: none"> 1. Help guide AIC to establish a strategic plan and work with other AIC officers and standing subcommittees to set annual agenda to meet strategic plan 2. Work with other officers to set meeting agendas 3. Work with other board members to plan and facilitate meetings 4. Work with secretaries (adult and student) to ensure effective communication within AIC 5. Along with student leaders, represent AIC to school administration, faculty, and parent community 6. Maintain connection between AIC mission, narratives, and projects 7. Ensure some form of evaluation takes place each year 	
<p>Vice-chair or co-chair (adult)</p> <ol style="list-style-type: none"> 1. Assist the chairperson in meeting all responsibilities 	
<p>Student president (junior or senior year)</p> <ol style="list-style-type: none"> 1. Along with adult leaders, represent the AIC to school administration 2. Support other AIC officers in establishing and implementing the committee strategic plan 3. Seek to represent and recruit student participation on the committee 4. Encourage student engagement and leadership of committee projects 5. Participate in a minimum of one standing committee and one project committee 	
<p>Student vice president (sophomore or junior year)</p> <ol style="list-style-type: none"> 1. Support other AIC officers in establishing and implementing the committee strategic plan 2. Seek to represent and recruit student participation on the committee 3. Encourage student engagement and leadership of committee projects 4. Participate in a minimum of one standing committee and one project committee 	
<p>Secretary (adult)</p> <ol style="list-style-type: none"> 1. Record minutes/notes of each meeting 2. Track board member attendance 3. Work with other officers to edit and distribute meeting minutes/notes 4. Keep a record of minutes/notes with specific attention to volunteers for subcommittee assignments with task review dates 5. Report on minutes and tasks completed and remaining at each meeting 6. Keep permanent records of all AIC narratives, including mission, strategic plan, budget, meeting notes, and evaluations 	

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Student secretary 1. Collaborate with the adult secretary in recording, editing, and distributing meeting notes	
Treasurer 1. Track the AIC budget for income and expenditures 2. Serve as the lead organizer of any AIC fundraising 3. Collaborate on AIC grant writing	
Permanent Subcommittees	
Mission and narratives 1. Create and maintain AIC narratives that can include the strategic plan; mission statement; AIC code of conduct; commitment of stakeholders; definitions of academic integrity, core values supporting the mission, and cheating behaviors; AIC slogan; recommended honor policies; honor codes; honor pledges; Honor Council; and recommended teacher practices 2. Help the AIC chairperson keep projects consistent with the mission 3. Evaluate all AIC projects in light of the mission, core values, and strategic plan	
Communication 1. Communicate the AIC mission and projects to all school communities (administration, faculty, students, parents, local community, and funders) 2. Create and update AIC logo and slogan 3. Develop communication strategies that might use e-mail, phone, AIC blog or website, publications, school announcements, and school publications (handbooks, policy books, student papers, posters) 4. Use AIC narratives to create and publish press releases, brochures, and communications with parents 5. Work with administration to include integrity themes in faculty professional development, student orientations, etc. 6. Collaborate on AIC grant writing	
Technology 1. Support the AIC in the access and use of technology to support the communication of projects and activities through a website or blog 2. Create links with AIC subcommittees to have support from other members of the school community, such as videography, printing, computer design and publishing, and Internet and web services	
Evaluation 1. Ensure an annual evaluation component is included in the AIC strategic plan 2. Work to implement the evaluation plan with suggestion to alternate years of assessment of student and faculty attitudes, opinions, and behaviors as related to integrity themes	