



Dear Fellow PhD Students:

The Association of Collegiate Schools of Planning (ACSP) invites students from member institutions to apply for the position of student representative on the ACSP Governing Board for the term of 2010-2012. This is a great way to represent your fellow students while learning about the world of planning academicians.

The role of the Student Representatives is to ensure that the concerns of students are reflected in the discussions and decisions of the ACSP Governing Board. The two Student Representatives serve alternating, two-year terms. In order to be eligible, students must be enrolled in an ACSP member planning program for the entire length of their term. A committee composed of the ACSP Vice President and the current student representatives selects and the President appoints the new student representative.

Timeline:

27 January: Call for applicants

1 March: Deadline for applications (*short turnaround allows the new representative adequate time to prepare and make travel arrangements for the April board meeting*)

1 March - 8 March: Applications reviewed and new student representative selected.

10 April 2010: Governing Board Meeting, New Orleans, LA (APA national conference April 10-13, 2010)

6 October 2010 Governing Board Meeting, Minneapolis, MN (ACSP national conference Oct 7-10, 2010 in Minneapolis)

Duties:

- Design, update, and maintain the ACSP Student Network Website at: <http://www.acsp.org/resources/interest-groups/student-network>
- Maintain the PhD Bowling League listserv
- Work on issues and services of concern to students
- Attend four Governing Board meetings (during the two year tenure)
- Participate in the discussions and decisions of the ACSP Governing Board
- Be committed to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners.

Governing Board Attendance and Reimbursement Policy:

Student representatives are expected to attend two ACSP Governing Board meetings each year. The first 2010 Governing Board meeting will be held in April in conjunction with the APA annual conference in New Orleans. The second Governing Board meeting will be held in conjunction with the ACSP conference in October.

ACSP will reimburse the Student Reps at 50% of travel expenses for each of two Spring Governing Board meetings attended in their two-year term to include: two nights lodging at the host hotel including all related taxes, airfare, mileage, airport shuttle, and cab fare.



Personal expenses such as telephone calls, internet access or other personal items are not reimbursable expenses.

The Fall meetings are held in conjunction with the ACSP annual conference. ACSP will NOT reimburse the Student Representatives for the cost of attending the Fall Governing Board meetings because it is expected that they will be attending/presenting work at the conference. Therefore, applicants should secure a letter from your Department Chair stating your Department's support of your application by providing at least 50% support for your attendance at the Spring and Fall Governing Board meetings during the two-year tenure of the position.

The ACSP provides breakfast and lunch during the board meeting. Every Governing Board member pays for their own annual conference registration fee because attendance at the Governing Board Meeting is exclusive of attending the conference. Attendance at the Governing Board meeting itself should require no more than two nights lodging.

School Support Policy:

You must secure the consent of your Departmental Chair in the form of a letter of support. The letter should indicate your Department's support of your application through at least a 50% support policy for attendance at ACSP events. These include the two Spring Governing Meetings and the two Annual Conferences during the two year tenure of the position.

Application materials:

1. Statement of interest (2 pages max.) stating why you should be selected as the student representative and what you would like to achieve and bring to the ACSP Governing Board committee as the student's representative.
2. Resume or CV (2 pages max) *including webpage design experience with a link to your webpage or one you have designed.* Please include your expected graduation date.
3. Letter of support from department chair (for travel expense support)

Please send your application materials together as attachments in one e-mail, no later than 12:00 midnight EST, March 1, 2010 to acspgroup@gmail.com with "ACSP STUDENT REP APPLICATION" in the subject line. Questions may be directed to Ahmed Abukhater aabukhater@ESRI.com or Ann Carpenter acarpenter@gatech.edu.

Cordially,

Ahmed Abukhater (2008-2010)
Global Community Development Manager
ESRI
aabukhater@ESRI.com
Ph: 909.793.2853 ext. 5098

Ann Carpenter (2009-2011)
City and Regional Planning
Georgia Institute of Technology
acarpenter@gatech.edu
Ph: 404.394.6423