



AAAE ACADEMIC RELATIONS COMMITTEE (ARC) STUDENT CHAPTER LIAISON BEST PRACTICES

Purpose of the Liaison Role

As a liaison, you are the bridge connecting the student chapter, faculty advisor, AA AE, and the broader airport management community. Your role supports chapter health, leadership continuity, and professional engagement to develop the next generation of airport professionals.

Key Responsibilities and Best Practices

1. Build a Relationship

- **Introduce Yourself Early:** Reach out to the Faculty Advisor and Student Chapter Officers at the start of the academic year.
- **Share Your Story:** Offer a brief introduction about your background and connection to AA AE. This humanizes your role and builds trust.
- **Clarify Your Role:** Reinforce that you are a professional resource—not there to run the chapter, but to mentor and support.

2. Promote Access to Resources

- **Direct them to the Academic & Student Resources Webpage** (aaae.org/academic) for access to:
 - Mentorship programs like Mentor Match
 - Scholarships and internship listings on the AA AE Career Center
 - Student Chapter and Faculty Advisor Handbooks
 - AA AE's Certified Member (C.M.) and Airport Certified Employee (ACE) programs

3. Reinforce Charter Compliance

- Encourage the chapter to review and follow their Student Chapter Constitution and Bylaws, keeping them in sync with both university policies and AA AE standards.
- Suggest an annual bylaws review during officer transition periods.

4. Help Chapters Maximize Benefits

Remind them to take advantage of:

- One free faculty advisor registration to the AA AE Annual Conference
- Two complimentary student registrations to the AA AE Annual Conference
- Six 50% off conference discount certificates for any AA AE domestic conference

⚠ Tip: Eligibility is contingent on submitting the **Annual Report by February 28th**.

5. Encourage Visibility and Outreach

- Suggest chapters share their activities on the AA AE Hub and social media, tagging **@AAAE Delivers**.
- Encourage participation in:
 - AA AE Annual Conference student events
 - Regional chapter events
 - Local airport tours, fundraising, and service projects

6. Foster Leadership and Succession Planning

- Discuss the importance of leadership transitions, including:
 - Documenting contacts, passwords, and records
 - Mentoring new officers
 - Promoting early engagement of first- and second-year students

7. Provide Consistent Communication

- Schedule monthly check-ins (email, call, or virtual meeting) with the Faculty Advisor and Chapter President to:
 - Offer encouragement
 - Share updates from AAAE
 - Answer questions or connect them to resources

 **Pro Tip:** Consider asking to join one or two chapter meetings per year—virtually or in person—to build rapport with students.

8. Support Program Engagement

- Recommend professional development activities such as:
 - C.M. Study Groups or ACE program participation
 - Mentor Match connections
 - Internship and career panel discussions
 - Airport operations tours and guest speaker events

Who to Contact for Help

If you are missing information or need additional guidance, contact:

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