



***FIRST* in Tennessee Student Board of Directors Guidelines**

The *FIRST* in Tennessee Student Board of Directors (SBOD) is made up of students in *FIRST* programs in Tennessee. The goal of the SBOD is to promote and be an ambassador of *FIRST* programs and initiatives and represent the interests of *FIRST* youth in the state, in collaboration with TNFIRST and *FIRST* Headquarters.

Member Requirements

- Student board members must participate on an *FIRST* Tech Challenge or *FIRST* Robotics Competition team for the season of their term and have been on a *FIRST* team for at least one year.
- All SBOD members must have a current signed code of conduct on file to participate. These will be sent to members once their application to participate has been selected.
- All SBOD members must participate in at least one student-led committee and participate at least once as an ambassador or key volunteer for a TNFIRST event. Term Elections are held in May and the term is from August 1 st to July 31st .

Term

The term is considered for one season, and members must understand the theme and game for at least one program for the season they serve.

Please understand the timeline, as graduating seniors will be expected to finish out their terms.

Members will have a one-year term and can apply for subsequent terms, but full participation and attendance, as well as contributions during their time on the board will be taken into consideration.

Guidelines and Commitment

1. **Communication.** Once elected, student board members will be expected to communicate with the Student Board and TNFIRST Board throughout their term. Communication will take place in the following ways: Email, videoconference meetings and any other method agreed upon by committees on which you serve. Communication is imperative to the work of the SBOD.
2. **Meeting Attendance.** Full SBOD meetings will take place at least quarterly on the day and time to be determined by the SBOD & TNFIRST. All members are expected to attend these virtual meetings. If you are unable to attend for any reason, please let the leadership know. If you cannot attend the meeting in person, reading the minutes, watching the recording, and staying up to date

on what's going on is a must. The inability to attend meetings could result in dismissal from the group. Meetings within small groups for initiatives is also part of meeting attendance.

Projects & Initiatives

All SBOD youth are expected to participate in at least one project or initiative. These projects will be determined through a partnership with the TNFIRST Board. These projects and initiatives all have the same purpose, which is to improve the overall *FIRST* student experience.

These initiatives may include advocacy efforts to increase student access to *FIRST* programs in Tennessee, mental wellness activities to support student participants, volunteering at events, projects that promote inclusion, equitable access, and diverse participation, and more.

It is vital that SBOD members are punctual with project deadlines and collaborate with other members. It is acceptable for members to use their experience on the board to help their team get a judged award; however, projects and initiatives cannot be for a single team for this purpose.

Expectations

1. Respect for other members and Student Board of Directors facilitators is a must.
 - a. Positive collaboration and teamwork are integral to the SBOD
 - b. Respect other members opinions, ideas and beliefs
2. Be a positive representative of TNFIRST and of the SBOD
 - a. Conduct yourself using *FIRST* Core Values when attending events & representing TNFIRST
 - b. Your behavior and actions are reflective of TNFIRST and the Student Board of Directors.
3. Involvement/Preparation for meetings
 - a. When attending meetings, come prepared with ideas and thoughts as per the meeting agenda
 - b. Do not be afraid to bring forward ideas – we embrace this!
 - c. You get out what you put in, do your best to stay on top of communications and stay involved with the SBOD.
 - d. Be willing to host, moderate and take notes at the meetings
4. While serving your term on the SBOD, you will create projects and initiatives that will be rolled out into the *FIRST* community in Tennessee.
5. After your term is complete, you are expected to continue giving back to your local *FIRST* community by helping implement the projects and initiatives the SBOD creates as well as assisting TNFIRST with its mission and vision.