

**INTERNATIONAL STUDENT ADVISORY BOARD  
Description and Expectations**

**Purpose**

The International Student Advisory Board (ISAB) informs and advises the Director of the Office of International Affairs (OIA) on issues of concern to international students. The ISAB’s role is to help foster a supportive environment for international students and ISAB members act as campus leaders in encouraging discussion, collecting feedback, advocating for the needs and raising the visibility of international students at the University.

**General Expectations**

1. ISAB members are expected to be respectful of diverse cultures and be committed to promoting cross-cultural understanding;
2. ISAB members must be knowledgeable of and attentive to current international student sentiment and be prepared to communicate that sentiment during regularly scheduled ISAB meetings;
3. ISAB members must have general familiarity with the University and its administrative bodies to be able to direct students to available resources (e.g. Bias Response Team);
4. ISAB members must recognize that there will be multiple, often contrasting opinions represented on the ISAB and that mutual respect is expected.

**Responsibilities of the Group**

1. Meet with the OIA Director and the OIA staff coordinator for ISAB on the 2nd Wednesday of every month from October to May. The meetings consist of an informal dinner from 7:00 – 7:30pm and a formal meeting from 7:30 – 9:00pm;
2. Record meeting minutes including all non-confidential information discussed during ISAB meetings to be published on the OIA website;
3. Coordinate/undertake special projects or events within the purview of the ISAB’s responsibilities and under the direction of OIA.

**Responsibilities of Individual Members**

1. Advocate for the needs, concerns and appreciation of international students on campus;
2. Collect and communicate student feedback on services offered by OIA, Campus and Student Life, and the University;
3. Relay non-confidential information discussed during ISAB meetings back to students, including formal and informal student groups;
4. Attend monthly ISAB meetings;
5. Participate in ISAB internal programming and events
6. Attend various events throughout the University as representatives of the ISAB;
7. Join other members of the ISAB in the minute-taking rotation;
8. Complete an annual reflective evaluation regarding the experience as an ISAB member.

**Membership Rules**

1. Student may not maintain membership with the OIA International Student Advisory Board if studying abroad for more than one quarter;
2. Excessive (more than 2) excused absences or more than 1 unexcused absence from regularly scheduled ISAB meetings are grounds for dismissal from the ISAB;
3. Board membership is effective for one academic year. Members may be invited by the OIA Director to serve for additional years.